



Finance Manager

The Council of Ontario Universities (COU) invites applications for the position of Finance Manager.

Representing the collective interests of Ontario's publicly-assisted universities, the Council of Ontario Universities (COU, www.cou.ca) promotes higher education in Ontario through analysis and policy development, advocacy and communications.

Reporting to the Chief Administrative Officer, the Finance Manager is responsible for managing and overseeing all financial and accounting aspects of COU's operation. The Finance Manager supervises a small finance team.

COU offers a competitive total compensation package and a close-knit and collaborative work environment in the heart of downtown Toronto's Discovery District. The hiring salary range for this position is \$89,000-\$105,600/year plus benefits package (remuneration commensurate to relevant skills and experience).

COU is committed to the health and safety of its employees. COU has currently paused its mandatory vaccination policy however, new hires are welcome to report their vaccination status to HR on a voluntary basis. COU is also committed to equity, diversity, and inclusion and supports equal opportunity to all employees.

Key Responsibilities:

- Ensures that internal controls are in place and being followed for authorization of invoices, approval of expenses and the issuance of payments.
- Coordinates and directs the development of COU's annual budget, including the preparation of supporting documents for presentation to the Budget and Audit Committee, Board of Directors and Council.
- Oversees financial reporting process including preparation of monthly Financial Reports and detailed activity reports for all funds.
- Coordinate and directs quarterly forecasting process including the preparation of supporting documents for presentation to the Budget and Audit Committee.
- Monitors cash levels in various bank accounts to ensure adequate funds are available at all times while making sure idle cash being invested in vehicles compliant with policy
- Coordinates and leads the preparation of all documentation and reports for the annual audit with COU's external auditors. This includes close liaison with the auditors to resolve any outstanding issues, answer all questions and explain operational processes as required.
- Ensures that findings in the audit report are addressed promptly and efficiently.
- Acts as first point of contact for inquiries by external government agencies.
- Responds to general queries from COU management regarding budget issues, fund balances, etc., as required.
- Serves as the primary administrative interface with financial institutions.

Education and Experience:

- University degree in a relevant discipline such as business, finance or, accounting.
- Recognized accounting designation.

Skills:

- At least five years of professional experience in a senior accounting role including at least two years of management or supervisory experience.
- Strong financial and accounting knowledge and skill.
- Experience in fund accounting and/or experience in a not-for-profit or registered charity environment, is an asset.
- Experience with Sage ACCPAC is an asset.

Other:

- Demonstrated leadership capacity as well as team building; capacity to work collaboratively across the organization, with management and staff.
- Excellent verbal and written communication skills, attentive listener, professional manner, exercising tact, discretion and judgment at all times; ability to deal with people at all organizational levels.
- Ability to proactively develop and maintain effective working relationships with key contacts, members and other stakeholders.
- Strong planning, organizational and time-management abilities; able to balance and manage varying priorities and assignments.
- Commitment to continuous learning and professional development.
- Adaptability to work in a high-pressure environment and manage constantly changing demands.

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to CSrecruit@cou.ca.

Application Deadline: 5:00pm EST October 14, 2022.

Information regarding COU is available at www.cou.ca.

COU is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.