



JOB POSTING
April 11th, 2022

Finance Manager
Full-time Position

The University Students' Council at Western University is seeking a full-time Finance Manager to work in the Finance and Accounting Department on a full time basis

The Finance Manager provides support to the Senior Manager Finance in safeguarding the financial position of the corporation via oversight and continuous evaluation of all financial transactions and ensures compliance with appropriate standards and regulatory requirements. A main function of the position is the ability to validate the accuracy and ensure the timely generation of critical financial information including financial statements, budget/audit documentation, payroll/government remittances, balance sheet reconciliation, etc.

The successful candidate must have a degree in Accounting or Business. They must have 3-5 years of experience in a finance or accounting management role and must be comfortable working in a fast paced and dynamic environment. This individual should have exemplary attention to detail and accuracy, time management, the ability to direct and supervise finance and accounting staff and should possess exceptional customer service skills. The successful candidate must be organized, have strong communication skills and be flexible with changing demands and priorities.

Hours of work are 8:30 am – 4:30 pm from Monday to Friday, however these hours are subject to change. During peak periods, the hours of work may be adjusted to accommodate increased workload. Occasional overtime may be required.

Please submit your application by April 24th at 11:59 p.m. at:
<https://westernusc.forms-db.com/view.php?id=438753>

USC People and Development
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The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.



University Students' Council – Position Description

Position Title: Finance Manager
Supervisor: Senior Manager, Finance

OVERVIEW

About the Organization

The University Students' Council (USC) is the official student association for more than 30,000 undergraduate students at Western University. Incorporated in 1965, we are widely viewed as one of the most reputable and effective student associations in North America. With a \$30 million dollar operating budget, 40 full-time staff, and hundreds of part-time student staff and volunteers, the USC provides a robust offering of programs, services, and operations that significantly contributes to Western's best student experience.

We own and operate two restaurants, a clothing retail store, and a movie theatre; we facilitate the undergraduate health and dental plan, the student transit pass, and late night shuttle busses; we run major events including Western's Orientation Program, the Purple Concert Series, and Beer Fest; we provide peer support through a comprehensive peer network, the Peer Support Centre, and our on-campus Food Bank; and at our core, we are an advocacy organization, representing the voices of Western undergraduates to the university and all levels of government.

Our organization is led by a team of six student executives who work full-time on one-year terms. With the endorsement of the USC's 46 student councilors and support of the USC's 8 student directors, the student executive directs all activities of the USC.

The USC offers a dynamic and exciting work environment, and an unparalleled place to grow as a professional and a person. With generous benefits, extensive professional development opportunities, and a highly supportive work culture, we pride ourselves on being a great place to develop and contribute to a meaningful cause. Our full-time staff are inspired by our ambitious and energetic student leaders every day to work passionately and collaboratively to achieve our mission and vision: to enhance the educational experience and quality of life for all undergraduates at Western and that students have the power to change the world. Our core values dictate that we are democratic, inclusive, student led, accountable to our students, and operate with integrity.

About the Department

The USC's Finance Department supports the operations, activities, and initiatives of one of the largest not-for-profit organizations in London. This dynamic finance powerhouse prides itself in being effective, efficient and accurate while also ensuring that student leaders are supported in experiential learning opportunities. Student Leaders, USC Executives, and the USC Board of Directors will review the financial information that is generated from within this department on a regular basis. The USC Finance Department values transparency and integrity in all aspects of its operations and activities.

Reporting to the Senior Manager, the Finance Manager will be responsible for supporting the entire organization from a financial and accounting perspective along with the USC's Accounting Team. This position will be responsible for carrying out many of their responsibilities in collaboration with the Finance and Accounting Team.

DUTIES AND RESPONSIBILITIES

- Manage and oversee the daily operations of the Accounting Department
- Perform all month end processes including balance sheet reconciliations, generation of financial statements
- Responsible for full-time payroll including all required remittances
- Provide budget and audit preparation support to the Senior Manager Finance
- Support the Senior Manager Finance in procurement of annual insurance coverage
- Recommend improvements to systems and workflow processes
- Monitor and analyze accounting data and produce financial reports
- Assign projects and direct staff to ensure compliance and accuracy of data
- Establish and maintain fiscal files and records
- Meet financial accounting objectives

Qualifications

The successful candidate will have the ability to use their strong accounting and analytical skills while demonstrating their ability to work both independently and as part of a team based environment to achieve the goals and objectives of the organization.

Qualifications include:

- Minimum University or College Degree in Business or Accounting
- 3-5 year experience as an Accounting Manager or Supervisor
- Ability to work in a fast paced, dynamic environment
- Advanced computer skills in SAGE accounting software and payroll processing
- Exemplary attention to detail and accuracy, time management, ability to direct and supervise

The successful candidate will undergo an extensive training and orientation program over the first 6 months of employment. This training and orientation will be focused on learning the functions and processes in the Finance and Accounting Department as well as becoming familiar with the USC's operations and business cycle. The Finance Manager will work closely

with all members of the USC Finance and Accounting Department in order to become familiar with all of the roles and functions of the department.

Working conditions

Indoor work environments in an office workspace. This role requires some desk work and hours will fluctuate depending on the needs of stakeholders. Evening and Weekend work may occasionally be required however the core working hours are Monday-Friday 8:30--4:30 pm. Fast paced and exciting work environment with the opportunity to have a unique experience every day. This position is required to work in person in the office.

Key Relationships

Work closely with accounting staff, senior leadership and executives to provide financial support and guidance. Accounting staff and executives will require regular communication as well as supporting staff at all levels with information and training as needed.

Key Relationships: Senior Manager, Finance; Accounting Manager; Senior Management Team; Vice President Governance & Finance; Chair USC Finance Committee; Western University Stakeholders; Scotiabank; PricewaterhouseCoopers;

Direct reports

This role will be responsible for the oversight/management of the Accounting Manager. This position will be transitioned over a 12 month period as this is a new function within the organization.

Additional benefits

Cell phone stipend, Health and Dental benefits, Wellness benefits, vacation and flex days, Group Pension/RRSP, Merit Bonus, Professional Development.
