

Yukon University

Statement of Qualifications

Manager of Budgets

Department: Finance & Administration

Location: Ayamdigut Campus

Date: April 2024

Essential Qualifications (assessed during the interview process)

Education and Training: Diploma/degree in accounting (preferably a bachelor's degree in commerce/business) or completion of second year towards an accounting designation (CPA, CA, CGA) or an equivalent combination of post-secondary education, training, and experience.

Demonstrated Abilities: Extensive experience in accounting, particularly in budget management process development and project costing.

Leads and develops team members to meet departmental requirements and future department and employee needs.

Strong proficiency in complex computerized accounting systems, including remote access and Excel software.

Provide financial reporting support through various areas, including but not limited to the year-end audit, financial statement working papers, and third-party revenue projects; designing and automating FAST system reports; developing and implementing internal training workshops; and creating costing/revenue models/projections for various projects.

Experience in a post-secondary environment is preferred.

Equivalency: Candidates with an acceptable combination of experience and education may also be considered.

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1. Thorough knowledge of Canadian public sector accounting standards with Section 4200 series for government not-for-profit organizations.
- K.2. Effectively use complex computerized accounting systems (mainframe and personal computer), including remote access, and work with financial reporting processes.
- K.3. Knowledge of related legislation, procedures, policies, and practices.
Strong knowledge of budget management process and development.
- K.4. Strong knowledge of business management practices and project costing.
- K.5. Knowledge of fiscal reporting requirements and conventions.
- K.6. Excellent proficiency with Excel Software.
- K.7. Understanding of benefit costs for calculating fringe rates.

Abilities:

- A.1. Develop and communicate a plan for budget preparation, identifying key dates for project phases, decision-making, and final preparation.
- A.2. Provide support to senior executives as requested.
- A.3. Meet with program managers to support their budget planning and monitoring.
- A.4. Evaluate draft budgets against targets, program plans, and historical activity and provide senior management with comments and analysis on viability and concerns.
- A.5. Compile and assemble the institution-wide draft and final budget.
- A.6. Input and communicate budget milestones, expectations, processes, and outcomes.
- A.7. Review, monitor, analyze, and report on financial reports; investigate and/or identify potential funding concerns or unusual trends; and make recommendations to address issues.
- A.8. Prepare and oversee the institutional-level financial reports regularly.
- A.9. Maintain accurate financial projections.
- A.10. Compile a fiscal year-end forecast based on consultations with program managers 2-3 times per year.
- A.11. Train and assist department managers and staff in applying the budget management processes, budget planning, variance and forecast report preparation, and program expenditure control options.
- A.12. Plan, organize, and make decisions in line with policies, guidelines, agreements, and regulations.
- A.13. Work under pressure & to meet critical deadlines.

Personal Suitability:

- PS.1. Skills and ability in team building, leadership, and staff development.
- PS.2. Ability to communicate effectively, both orally and in writing.
- PS.3. Effective interpersonal skills, particularly in a multicultural context.
- PS.4. Ability to take initiative, work independently, and be flexible and adaptable to changing work demands.
- PS.5. Demonstrated ability to exercise good judgment and to prioritize important issues from a fiscal and political/policy perspective.
- PS.6. Strong organizational and technical skills.
- PS.7. Ability to provide exceptional customer service and assess complex situations.
- PS.8. Ability to present information in a clear, concise, and understandable manner.
- PS.9. Strong commitment to maintaining accurate financial projections and ensuring efficient budget management for university operations.
- PS.10. Capacity to collaborate effectively with departmental budget staff, Deans, Directors, Managers, and supervisors.

PS.11. Demonstrated capability to manage and monitor budgets effectively, ensuring the accuracy of financial reporting systems.