
JOB SUMMARY - #M070 - Manager, Financial Area

What is the primary purpose of the job? Please summarize the most important aspect of the job.

Reporting to the Director, the Manager oversees the operation of a large, multi-function department/area and ensures the implementation of related accounting practices.

What are the most important end results that are produced to accomplish this purpose? List the end results or specific accountabilities of the job.

1. Recommend and implement accounting policies and procedures.
2. Study and analyze the operation of the area. Identify problem areas and potential areas for efficiency improvements in accordance with the area's goals and objectives. Develop business plans to address these issues.
3. Collaborate with management to develop schedules, procedures and systems to enable the timely and informative accumulation, adjustment and reporting of financial data.
4. Assist in the development of long range strategic plans.
5. Reports, analyzes, and interprets financial and operating data for management.
6. Responsible for the human resources activities for a designated group of employees within the area.
7. Assists in matters related to audits, contracts and income tax matters as required.

What qualifications are required to perform this job?

Education: University degree in Business Administration, Finance or Accounting or equivalent.
Experience: 5 - 8 years management experience in a financial field
Knowledge/Skills: Strong management, analytical communication and problem solving skills.

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RESPONSES:

Q 1:	9	Reading
Q 2:	9	Writing
Q 3:	8	Mathematical Analysis
Q 4:	9	Information/Data Analysis
Q 5:	3	Mechanical/Technical Expertise
Q 6:	5	Computer Use
Q 7:	8	Second Language Use
Q 8:	9	Overall Knowledge/Skills
Q 9:	5	Adaptation to Change
Q10:	7	Coordinating
Q11:	7	Directing
Q12:	6	Staffing
Q13:	8	Planning
Q14:	8	Evaluating
Q15:	3	Teaching/Training
Q16a:	7	Interpersonal Skills
Q16b:	4	Time Allocation of Interpersonal Skills
Q17:	10	Thinking Environment
Q18:	6	Problem Analysis
Q19:	N	Supervising/Directing Students
Q19#:		Number of Students
Q20:	Y	Supervising/Directing Employees
Q20#:		Number of Employees
Q21:	9	Freedom to Act
Q22:	4	Impact on Student Support
Q23:	4	Impact on Staff
Q24a:	4	Impact on Information
Q24b:	5	Size of Area (Information)
Q25a:	3	Impact on Public Image
Q25b:	5	Size of Area (Public Image)
Q26a:	4	Impact on Financial and Physical Assets
Q26b:	4	Size of Area (Financial and Physical Assets)
Q27a:	3	Impact on Safety of Others
Q27b:	5	Size of Area (Safety of Others)
Q28:	8	Impact on Health Care of Others
Q29:	3	Physical Effort
Q30:	2	Physical Environment
Q31:	4	Sensory Attention
Q32:	4	Mental Pressures

April 17, 2002