



A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.

Accounting Manager

Full-time, Continuing

POSITION SUMMARY

The Accounting Manager is responsible for the daily function of the Financial Services Department, supervising the Receivables and Payable staff persons, as well as all financial reporting and analysis, audit, and tax compliance with particular emphasis on accounting for restricted contributions. The Accounting Manager will also play a role in the successful implementation of a new ERP system, transitioning from the use of Sage.

KEY RESPONSIBILITIES

- Mentor and support the Accounts Receivable and Payable team and provide vacation cover off
- Manage the day-to-day activities of the Financial Services department
- Supervise accounting systems to ensure financial records are maintained in accordance with the relevant policies, procedures, and external regulations.
- Prepare all bookkeeping for the Student's Association on a weekly basis and coach their Executive on business matters.
- Prepare, review, and analyze periodic financial information, noting major areas of concern to management.
- Ensure faculty and staff have appropriate understanding of Budgetpak, Expense Point and other internal systems by providing workshops and one on one training.
- Commit to reporting deadlines.
- Complete working paper analysis and KPI preparation on a monthly/quarterly basis.
- Initiate changes to accounting and financial systems, policies and procedures and monitor their implementation to ensure appropriate internal controls, timely, effective financial reporting, and compliance with external regulations.
- Compile documentation for monthly processes and procedures in Sharepoint
- Maintain and develop financial statement specifications.
- Prepare the King's year-end consolidated financial statements and related analyses.
- Ensure compliance with internal control systems and liaise with external auditors during the annual audit.
- Report monthly and annually to the King's community and outside agencies as required for The King's University, The King's University Foundation, and The Student's Association

QUALIFICATIONS

- CPA Designation is required
- Minimum of 5 years' experience with financial statement and accompanying note preparation, budgetary planning and development
- 2 years' experience with endowments, restricted contributions and deferral accounting required
- Proficiency in the use of accounting software with a preference for SAGE 300, as well as Microsoft Office Suite and Sharepoint
- Excellent communication and interpersonal skills required. Able to work effectively in a team environment
- Comfortable learning new systems and processes with little direction
- Experience working in a not-for-profit organization and/or educational setting is preferred
- Superior time management, organizational and attention to detail skills necessary
- Demonstrated track record of initiating measurable improvements
- Ability to see the bigger picture and understand implications of actions
- Professing, practicing Christian able to sign King's Statement of Faith

A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

Position will remain open until July 31st or until a suitable candidate is found. Forward resumes to:

Human Resources

The King's University
9125-50 Street, Edmonton, Alberta
T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates, and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.