



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## MANAGER, FINANCE

<b>Job ID</b>	<b>45633-1907</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=45633-1907">https://careers.indigenous.link/viewjob?jobname=45633-1907</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2022-05-05	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

This position is supporting the Academic Department of Surgery within McMaster University, but is sited in the Chair's offices at Juravinski Hospital Lakeview Lodge, one of our affiliate sites.

**Job Summary:**The Manager of Finance is responsible for applying accounting principles in the day-to-day management of finances for a multi-million dollar academic and clinical department in accordance with GAAP, University and other relevant policies and procedures. Under the direction of the Director, the candidate will be responsible for the management and administration of financial requirements in accordance with directions of the Department Chair and the Department of Surgery, university and external sponsor policies and procedures and department goals and objectives. The Finance Manager is supported by and directly responsible for two Accounting Assistants, an Accounting Analyst, and a temporary Finance Coordinator, and is responsible for the day-to-day administration of the finances of the Department. This entails overseeing the financial transactions of two Alternate Funding Plans (AFP) and corresponding specialty review funds, the clinical practice plan, research account reconciliation, department operating funds and education specifically restricted funds. In addition, the Finance Manager has a liaison relationship with the surgical accounts, mostly research related in nature, within both Hamilton Health Sciences and St. Joseph's Healthcare. The Department works under a centralized model, and therefore the Finance Manager and the team are responsible for processing travel and expense reports, opening and closing accounts, and accounts payable and receivable for all faculty practices. The Manager advises the Chair and Director on University and partner Hospital financial policies and procedures. The Manager works closely with the Director, Chair and corresponding faculty committee structures in developing annual budgets for these funds and plays a key role in the annual McMaster Pediatric Surgical Associates (MPSA) and McMaster Surgical Associates (MSA) alternative funding plan audit process.

**Accountabilities:**Responsibilities include meeting all University, Regional Medical Associates and Ministry deadlines, developing and implementing all departmental budgets, individual faculty budgets, annual personnel agreements, year end reconciliation and reporting up to and including trial balance for external auditors. Also responsible for Alternate Funding Plan projects, including T4 and self employment payments to physicians; making recommendations concerning expenditure control; informing and preparing budgets for research proposals, educational contracts and trust funds, and providing input to contract negotiations as required; recommending effective strategies to maximize the financial resources; and day to day financial

management including management and supervision of 3-4 Unifor staff as well as University Students in the department, relating to finance matters. Qualifications: The successful candidate will have an undergraduate degree in a relevant field and 3-5 years of experience with all financial operations and reporting related to a large, multifaceted, multi-million dollar department, preferably in an academic institution. An accounting designation or working towards one is also required. Must have knowledge of: GAAP, University and College financial policies and procedures, Canada Revenue Agency policies. Knowledge of University Accounting Systems (including Peoplesoft & including Payroll and Hyperion) will be an asset. It is essential that the successful candidate be highly accurate with exceptional attention to detail, have a customer service orientation, excellent organizational skills, and computer skills (MS Office- with advanced capabilities in Excel), excellent oral and written communication skills, and be able to explain financial matters clearly and in non-technical language and to positively influence processes. Problem solving abilities, project management experience, and the ability to manage competing deadlines effectively and efficiently as required. Candidates with in-depth knowledge and experience in Annual Personnel Agreements, Alternate Funding Plans and Clinical Practice Plans and university budgeting will be given priority consideration. This is a high volume, fast paced environment and will require flexible time and irregular travel within the city to the various Department of Surgery sites. Candidates must be able to work independently, have excellent communication and problem solving skills. The Manager of Finance will demonstrate McMaster's core leadership capabilities, as outlined below. Leadership Effectiveness: McMaster's core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these Leadership Capabilities by: Taking a Strategic Approach; Communicating and Collaborating; Developing People; Investing in Relationships; Championing Change and Innovation; and Driving Results.

For more information, visit McMaster University for MANAGER, FINANCE