



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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MGR, FINANCE & ADMINISTRATION

Job ID	61704-2561	
Web Address	https://careers.indigenous.link/viewjob?jobname=61704-2561	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-04-18	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

McMaster University Continuing Education is a leader in continuing education through accessible programs and superior learning experiences for individual professionals and companies. With over 4,000 students, McMaster Continuing Education offers over 300 courses to meet the needs of Canadians locally and around the world.

Job Summary

Reporting to the Assistant Director, Finance and Operations, the Manager is accountable for implementing and maintaining the effective and efficient management of all administrative operational activities of a multi-function department/area, including Human Resources, physical and financial resource management in accordance with university policies and procedures. This position provides administrative direction and support with regards to the goals and objectives of the department by collaborating with management and department staff and examining, reviewing and assessing long-term as well as immediate needs. Provides advice to senior management in the area of budgeting, finance, staffing, labour relations, physical resources management, office administration, and internal service excellence (customer service) related to operational and departmental issues.

Accountabilities

Financial Management: Supervising the Financial Coordinator and advises senior management with expenditures and audits all accounts and revenue generating functions and ensures compliance with university and departmental budget policies and financial procedures. Ensures all revenues and expenses are properly coded and expediently processed. Assists managing the financial resources by monitoring the department budgets for salaries, benefits and non-salary expenses. Conducts reviews of all accounts and makes adjustments accordingly and follows up discrepancies/queries with Financial Affairs. Approves and monitors department journal entries and cheque requisitions expenditures, processes and monitors purchase orders for all MCE contracts. Provides Assistant Director, Finance and Operations with current and accurate financial reporting and assists in budgetary decisions. Develops and manages the MCE budget in conjunction with the Assistant Director, Finance and Operations in accordance with the University's Budget Guidelines to ensure financial accountability and informed decision making. Maintains year-end cost and revenue projections to ensure spending is consistent with budget allocations and cost recovery projections.

Human Resources Management: Responsible for the human resources activities of the department and oversees the day-to-day activities through direct supervision of the Financial Coordinator. Ensures compliance with Human Resources policies and procedures. Manages payroll for all hourly and salaried staff ensuring that all payroll transactions and processes are implemented on an accurate and timely basis. Creates financial plans for staffing changes in consultation with immediate supervisors. Manages tracking and reporting of all department staff absences and benefit entitlements. Implements, manages and tracks all MCE staff health and safety training in accordance with the University's policies and requirements.

Physical Resources Management: Reviews objectives and makes recommendations for efficient utilization of space within the control of the department. Plans and initiates refurbishing/reorganizing space projects when directed by the Assistant Director, Finance and Operations. Maintains space inventory and interacts with other departments for required services to the buildings such as renovations, security, emergency responses, etc. all the while ensuring compliance with university and government regulations and exercising of budget controls.

Administration: Manages an efficient administrative operation of a mid-size department calling for independent decision making within a delegated area of authority interacting and consulting with staff at all levels with a high level of professionalism and confidentiality.

Qualifications

Education University degree in business administration or commerce or equivalent

Experience 3 to 5 years of office and staff supervision experience

Knowledge/Skills: Proven skills in financial reporting and analysis, experience in the development and implementation of projects and program budgets, working knowledge of MS Office, Hyperion, Mosaic (PeopleSoft)

and an understanding of operating and account reporting Strong accounting and HR knowledge Good decision-making and problem-solving skills Excellent interpersonal, diplomacy and customer service skills Ability to multi-task, exercise good judgment and diplomacy skills

For more information, visit [McMaster University for MGR, FINANCE & ADMINISTRATION](#)