

YUKON UNIVERSITY POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position No: YC1604
Working Title: Budget Officer
Incumbent:
Division: Finance and Administrative Services

Headquarters: Ayamdigut Campus, Whitehorse
Supervisor's Name: Laura Williamson
Supervisor's Title: Manager of Budgets
Date Description Completed: July 2021
Date Updated: May 2024

PART II - SUMMARY (Broad statement as to why the position exists)

Reporting to the Manager of Budgets, this position reviews, tracks, costs and monitors various projects as they evolve from ideas to finalized funding contracts to completion. The Budget Officer reviews/facilitates related financial reporting to funders and provides budget and financial reporting support to various YukonU divisions. This position will also support the YukonU finance team.

Duties and Responsibilities

1. **Major functions - the most critical activity or responsibility required (describe what is done, why it is done, and how it is done):**
 - A. Provides support to the third-party funding process:
 - Reviewing proposals to ensure consistency and completeness of project budgets.
 - Tracking the progress of proposals as they mature from the project idea stage to signed contracts and on to completion, sharing this information with management.
 - Training and assisting department managers and staff in applying the project costing template, tracking process, and reporting.
 - Entering approved project budgets in reporting software.
 - Calculating, arranging, posting, and reconciling corporate overhead transactions and other admin fees as required.
 - Creating and/or reviewing financial reports for funders in consultation with the relevant departmental managers.
 - Creating or reviewing accrual, deferral, and prepaid requests for accuracy and compliance and posting these entries in the accounting software system.
 - Reconciling accounts as necessary.
 - Creating and maintaining costing/revenue models/projections for various projects, such as staffing levels and collective bargaining.
 - Work with project leads and the Finance & Administrative Services team to support external audits on third-party projects.

Approximate percentage of job time above functions are performed: 30%

- B. Provides support for the YukonU budget process:
 - Coordinating with other budget officers, meeting with budget holders, and assisting in determining what information is required to meet their budget planning and expenditure control requirements.
 - Reviewing and monitoring individual department financial reports, performing analysis and review of budgets and actuals, preparing financial status reports and investigating unusual trends and/or identifying potential funding concerns, and making recommendations to the Manager of Budgets and/or Director of Finance to address identified issues.
 - Assist with regularly preparing the institutional-level financial position reports (budget, variance and forecast reports) and, in consultation with department managers, maintaining accurate financial projections throughout the year.
 - Training and assisting department managers and staff with budget management processes, budget planning, variance, and forecast report preparation.

Approximate percentage of job time above functions are performed: 30%

- C. Provides support to Financial Services area:
- Calculating, posting, reconciling, and reporting on various agreements.
 - Prepares information required for the year-end audit, such as annual financial statements and other year-end schedules.
 - Designing and automating reports as needed.
 - Provide guidance and/or training to YukonU staff on processes established by the Finance & Administrative Services division.
 - Cross-training with other Finance & Administrative Services staff to provide back-fill for positions.
 - Supporting various financial processes as required. This could include work related to the chart of account codes, signing authority maintenance, etc.

Approximate percentage of job time above functions are performed: 30%

2. **Other Principal Activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):**
- Assists the Manager of Budgets and Director of Finance in preparation of information for various committee meetings.
 - Provides assistance on other financial and operational matters as required by the Manager of Budgets or Director of Finance.
 - Assists with tasks and projects within the finance and administrative area as needed.
 - Other related duties as assigned.

Approximate percentage of job time function is performed: 5%

3. **Examples of Additional Divisional Activities which may be performed:**

- Participating as a team member in division planning exercises.
- Attending staff and committee meetings as directed.

Approximate amount of job time function is performed: 5%

4. **Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:**
One year – full budget cycle

B. Problem-solving and decision-making

1. a) **List any acts, Regulations, and/or Policies/Procedures with which the incumbent must be fully familiar to perform the position's functions (e.g. Motor Vehicle Act, Business Corporations Act):**
- Yukon University Collective Agreement – salary and benefit-related sections
 - Benefit costs for calculation of fringe rate.
 - Yukon University Pension Plan (specifically contribution rates)
 - Yukon Employment Standards Act
 - Canada Pension Plan, Employment Insurance Regulations
 - Income Tax Act, Excise Tax Act (GST)
 - University Act
 - Yukon Student Assistance Act
 - Yukon University Policy/Procedure Manual
 - CICA handbook,
- b) **Is the position responsible for interpreting, administering, or enforcing the above? If yes, explain.**
Yes, interpreting agreements and policies related to budget development and project costing.

2. a) **Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**
 - recommendations concerning process improvements.
 - recommendations concerning the costing of third-party projects or fringe benefits;
- b) **Who typically makes the final decisions concerning those recommendations:**
Director or VP of Finance and Administrative Services and/or President's Council
3. a) **Describe the kinds of final decisions regularly made for which the incumbent is held accountable:**
 - on-going day-to-day operational decisions and prioritization of own activities;
 - solutions to budget management, variance reporting, and/or problems within delegated authority;
 - Advice and support were provided to deans, directors, managers, and supervisors regarding budget management, variance reporting, and project costing.
- b) **What is the direct impact of those decisions?**
Decisions and recommendations impact the efficient and effective budget management for YukonU operations and activities and the accuracy of the financial reporting system.

C. Freedom to Act

1. **Describe how this position receives directions:**
The supervisor establishes goals and objectives. The incumbent develops and recommends plans to achieve these goals and objectives and, once approved, implements the plans.
2. **What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position:**
See B.1 a) above.
3. **How is the work of the position usually checked?**
Through regular communication, formal reviews with the supervisor, and feedback from YukonU staff/managers.
4. **What types of decisions are typically referred to the supervisor (give examples)?**
Budget input, expenditures, and significant modifications to existing processes and procedures.

D. Financial Accountability

1. Program Dimensions:

a) Annual Budget (for the unit under the direct control of the position):

| | |
|------------------------------------|--|
| Fiscal Year | |
| Annual Payroll | |
| O&M Budget (excluding Payroll) | |
| Capital Budget (excluding Payroll) | |
| Revenues | |
| Recoveries | |

Who prepares the budget?

N/A.

What is this position's accountability for budget once allocated?

N/A.

b) Does this position have the authority/ability to reallocate resources?

N/A.

c) Signing authority levels: delegated spending authority (what section and for what amount)
 As per YukonU Approval Authority policy.

2. Other expenditures or revenues influenced by this position and how:

The effectiveness of the overall YukonU budget/variance process impacts the overall revenue and expenditures patterns of YukonU. The accuracy of financial reports directly impacts YukonU's financial decisions.

E. Management Supervision of Human Resources

1. No supervisory duties.

2. Supervisory duties.

a. Number of positions supervised directly: Permanent – Aux/Casual -

Number of positions supervised indirectly: Permanent - Aux/Casual -

b. Nature of supervision: (check any of the following supervisory tasks that are to be performed regularly):

- a) Show colleagues how to do tasks
- b) train other employees in work procedures
- c) assign work and review for quality/quantity
- d) establish work priorities and schedules
- e) change duties and responsibilities
- f) formally appraise employees' work performance and discuss the appraisal with them, making a final recommendation to advance or withhold merit increments
- g) recommend appointment or rejection upon completion of the probationary period
- h) Interview employees with attendance or performance problems
- i) act as the first formal step in the grievance procedure
- j) Interview candidates for vacant positions in the unit
- k) Provide options to the supervisor on the selection of new employees or make the final decision on the selection of new employees
- l) other

F. Key Personal Contacts

| <u>Who (what position or group)</u> | <u>Purpose</u> | <u>Frequency</u> |
|-------------------------------------|---|----------------------|
| Supervisor | To exchange information, receive direction, discuss processes and resolve problems. | Daily |
| YukonU staff | To exchange information, provide services and resolve problems | Daily or as required |
| Auditors | To exchange information, provide explanations and resolve problems | As required |
| Funding Providers | To exchange information | As required |

G. Tools, Equipment, or Machinery Used

| <u>Name</u> | <u>Purpose</u> | <u>What Percentage of Time?</u> |
|---|--|---------------------------------|
| Computer | Preparation of documents, Banner and FAST input, scheduling, email, virtual meetings, etc. | 90% |
| Office equipment, i.e. phone, photocopier, etc. | Communications, copying, etc. | 10% |

H. Working Conditions

Describe any adverse conditions that are normal on the job.

a) Describe weights lifted:

| <u>Type</u> | <u>How heavy</u> | <u>Percentage of time</u> |
|-------------|------------------|---------------------------|
| N/A | | |

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

| <u>Type</u> | <u>Percentage of time</u> |
|-------------|---------------------------|
| Standing | 10% |
| Sitting | 90% |

c) Describe any physical hazards present:

| <u>Type</u> | <u>Percentage of time</u> |
|-------------|---------------------------|
| N/A | |

d) Describe special physical conditions leading to discomfort:

| <u>Type</u> | <u>Percentage of time</u> |
|-------------|---------------------------|
| N/A | |

e) **Interpersonal Conditions**

Check any of the following conditions which are expected in the job and give examples:

- high level of dissatisfied clients
- high level of emotional clients
- potential physical abuse from clients
- regular critical deadlines (financial and status reports)
- high level of irregular critical deadlines
- constant interruptions
- Instructions from more than one source
- other:

f) **Travel Required**

- a) average number of trips annually - 1
- b) average number of days per trip - 3
- c) average distance per trip - 3000 km.
- d) most frequent mode of transportation - air

I. Organizational Chart

- Complete the portion above the dashed line whether the position supervises or not.
- Complete the portion below the dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Manager of Budgets
Classification Level: ME07

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Budget Officer
Classification Level: TBA

SUBJECT POSITION TITLE: BUDGET OFFICER

SUBORDINATE POSITIONS: N/A

PART III - SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

Dean/Director or Designate

Incumbent

Date: _____

Date: _____

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Ability to think critically, gather, analyze, and interpret data and make evidence-based recommendations for changes.
- Thorough knowledge of generally accepted accounting principles and practices
- Experience in accounting, specifically budget management processes & development and costing of projects.
- Knowledge of business management practices & procedures
- Ability to set priorities and adjust those priorities to align with strategic goals.
- Effectively use complex computerized accounting systems, including remote access
- Experience working with financial reporting processes.
- Excellent proficiency with Excel Software.
- Ability to plan and organize work and to make decisions per policies, guidelines, agreements, and regulations.
- Excellent oral and written communication skills.
- Strong interpersonal and customer service skills.
- Self-motivated individual, able to work independently.
- Ability to work under pressure & to meet critical deadlines.
- Cross-cultural sensitivity.

B. Licenses, Certificates Required - Give the title and section of any legislation, regulations, or other authority where applicable.

Diploma in Accounting or completion of third year towards a CPA Accounting designation or an equivalent combination of education and experience.

C. Other skills and/or knowledge may be desirable but not necessarily essential to performing the position's duties.

- Bachelor's degree in commerce/business
- Experience in a post-secondary environment.
- Knowledge of Banner and/or FAST software

PART V – YUKON UNIVERSITY SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....
Director, Human Resources Services

.....
YukonU President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:

Knowledge and Skills:

Accountability:

Mental Demands:

Working Conditions:

Total Points:

Pay Level: