

Professional Job Position Description

Section I: Position Information

Effective Date	2024-10-01	<input type="checkbox"/> Update Only	<input type="checkbox"/> Classification Review
Position Title	Capital and Project Accountant		
Position Number	Repurposing 998782		
Classification Level	C		
Position Affiliation	<input type="checkbox"/> AUFA <input checked="" type="checkbox"/> Excluded		
Location	Virtual with Place-Based Duties		
Department	Financial Reporting and Operational Services		
Reports To	Manager, Financial Operations (999779)		

Position Summary

Reporting to the Manager, Financial Operations, the Capital and Project Accountant will support the capital and project accounting functions, and act as the liaison between the budget unit and Financial Reporting and Operational Services on capital and project financial matters. The incumbent will be responsible for tracking and accounting for capital projects and providing assistance with operating projects. This position will work closely with university staff at various levels, seeking and soliciting information, providing guidance, and working collaboratively.

Duties and Responsibilities

Capital Accounting (50%):

- Maintain the accounting for the university's capital expenditures, government reporting requirements (for example, the Capital Maintenance and Renewal (CMR) reporting), and leases, including working with budget units for planning and reporting, and preparing reconciliations and analysis.
- Provide guidance regarding the university's capital policy and procedures, including recommending the appropriate accounting treatment for proposed capital projects.
- Assist in developing and updating the Capital Asset Management policies and procedures in coordination with other departments within the university.
- Prepare schedules and documentation for the capital area to meet the university's statutory reporting requirements.
- Prepare capital assets schedules for various audits (e.g. financial statements audits, funding agency audits, etc.) and provide documentation for auditors, as necessary.
- Prepare tangible capital asset continuity schedules and deferred capital revenue schedules in accordance with standards and timelines required to meet internal and external reporting requirements.
- Prepare month end, quarter end and year end accounting entries relating to the university's capital expenditures.

- Prepare month-end capital asset reconciliations between the capital asset continuity schedule and the General Ledger.
- Work with budget units and the Finance Business Partners to assist with the preparation of capital budget and forecasts including cash flow requirements to meet all monthly, quarterly, and annual reporting requirements.
- Investigate variances between planned and expected expenditures, confirm the reason for the variances and initiate corrective action when necessary.
- Establish and maintain strong, collaborative relationships with project managers and other departments to ensure the accuracy of capital assets accounting treatment.
- Liaise with internal parties and external parties as required.
- Maintain records for capital project agreements and certificates of approval if applicable.
- Provide technical and resource support relating to proposed capital projects and purchases.
- Prepare accounting entries for assets under construction and ensure accurate transfer to Capital Assets after assets are put into service.
- Review of capital projects and operating accounts to capitalize/expense assets, disposal, and timely recording of assets.
- Ensure the proper accounting entries are prepared for assets sold, disposed of, or deemed obsolete.
- Review of invoices and contract to ensure the accuracy of capital assets accounting records in accordance with the Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS)
- Analyze accounting data in the capital asset system, subsidiary, and general ledger to review and highlight variances, trends, exceptions, and discrepancies, taking action as appropriate.
- Identify and document accounting treatment (capital or expense) for each new project request.
- Perform and coordinate the annual equipment inventory review.

Project Accounting (25%):

- Perform month end, quarter end and yearend procedures relating to Facilities and Services project accounting, including ensuring expenses are accurately recorded, following up on variances between projected spend and actual spend, and preparing expense accruals as needed.
- Provide support for forecasting Facilities and Services project expenditures.
- Prepare and submit government reports as required, including the related project expenditure reports.
- Provide accounting guidance for any proposed university projects.

Other Duties (25%):

- Prepare ad hoc analysis and reporting of a wide range of data sets for both internal and external audiences.
- Provide ad hoc support as required.
- Prepare and document analysis for complex accounting issues related to capital or project accounting, present the findings and conclusions, including the proposed implementation plan.
- Lead or participate in special projects as needed within the department, within a broader finance environment and/or cross-functionally.
- Provide accounting training/overview to new staff in Facilities and Services regarding the requirements related to capital and project accounting.
- Ensure historical reference by documenting procedures and decisions, maintaining required documentation, and providing documents, as necessary.
- Keep apprised of proposed and adopted changes in accounting standards related to capital accounting.
- Perform other work within the job band as assigned.

Occupational Health and Safety

Responsible to participate in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification Factors

Communication

The incumbent communicates with business unit clients including Deans, Directors, Managers, and project managers as a trusted advisor of financial planning, analysis, and decision making. The incumbent may also communicate with external funding agencies as it relates to reporting requirements for grants received.

The nature of this position, and the related duties and responsibilities performed, require the incumbent of this position to uphold the utmost degree of confidentiality.

The incumbent contributes to the development of reports to the Board, its committees, external funding agencies, and the public. The accuracy of these reports is of utmost importance.

Supervision

There are no direct reports.

Impact of Service or Product

The incumbent must understand the goals and overarching strategies of the university when discussing potential capital projects and Facilities and Services operating projects.

The incumbent provides an accurate assessment regarding the categorization of the proposed projects to ensure they are accounted for in accordance with university policies and procedures, and generally accepted accounting principles.

The ability of the incumbent to perform their work in an accurate and timely manner is key to helping the university achieve its strategic and financial goals.

Independence of Action

The incumbent is expected to perform their role and responsibilities in an independent fashion with minimal supervision and requires the ability to comprehend, analyze, and communicate complex financial information and advice.

Complexity

Attention to detail is required for supporting the recommended accounting treatment and approach to the proposed capital and operating projects. This may include providing support for developing business cases, communicating financial impacts of decisions, and recommending the most appropriate accounting treatment.

A strong understanding of accounting principles and university policies and procedures and the ability to apply those to the proposed projects is required.

Planning

The incumbent assists budget units develop plans for capital and operating projects projects. This includes supporting the development of Integrated Resource Planning business cases and identifying the related impact on the university's operating budget and yearend forecast.

Signatures for Section I

Incumbent Signature		Date Select a date.
Supervisor Signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

- A university degree in business, accounting, or finance is required; a related master's degree is considered an asset.
- CPA designation in good standing is required.
- Minimum of five (5) years' relevant senior accounting experience, preferably in a multi-union environment is required.
- Experience with Public Sector Accounting Standards (PSAS) is considered an asset.
- Working knowledge of Canadian generally accepted accounting principles (GAAP) and experience with accounting for capital projects, contracts, restricted funds, and conditional grants is considered an asset.
- Strong interpersonal, communication, and presentation skills.
- Results oriented individual with strong analytical skills and proven ability to establish priorities and meet tight and often conflicting deadlines.
- Demonstrated ability to create reports, charts, and visualization from complex financial data.
- Ability to interface with stakeholders at various levels, including senior management.
- Analytical with the ability to proactively make recommendations and effect positive, proactive changes with sound professional judgement.
- Ability to work independently as well as in a team environment providing support to multiple budget units and stakeholders.
- Proficiency in Microsoft Office programs with strong advanced Excel skills; knowledge of Ellucian Banner is an asset.
- An equivalent combination of education and experience may be considered.

Signatures for Sections I and II

Department Head Signature Director, FROS		Date
Executive Officer Signature Acting, VPFO & CFO		Date
Human Resources Review		Date Select a date.