The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Director of Finance</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Executive Director</td>
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<tr>
<td>Department:</td>
<td>Finance</td>
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<tr>
<td>Location:</td>
<td>Ottawa, 3 of 5 days/wk in-office, 2 of 5 days/wk virtual to start</td>
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<tr>
<td>Date Revised:</td>
<td>November 2022</td>
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<tr>
<td>Union:</td>
<td>Not Unionized</td>
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<tr>
<td>Salary:</td>
<td>$90,000 - $95,000</td>
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<td>Hours:</td>
<td>35hrs/wk</td>
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CUSAt is seeking a Director of Finance who believes in student run organizations and believes in advancing the education of students at Carleton University.

If you are interested in working in a diverse and progressive student-led organization that is constantly evolving then CUSA is the place for you. We are looking for a leader who shows initiative, is motivated by a challenge, enjoys mentoring the students and young professionals of tomorrow, and is attracted to a workplace that strives to make an impact.

**ABOUT CUSA**

Located in Ottawa, the Carleton University Students’ Association (CUSA) is a Not-For-Profit Corporation whose aim is to assist Carleton University students in making the most of their student experience. Carleton University undergraduate students are represented by student leaders on an elected CUSA Council and appointed CUSA Board. CUSA provides three businesses and many service centers or services to students.

CUSA has approximately twenty (20) full time staff and over eighty (80) part time staff. CUSA’s annual budget is in excess of $5 million, much of which flows through, and sound financial management is essential in nearly every aspect of CUSA’s operations.

**OBJECTIVE OF THE POSITION**

Reporting to the CUSA Executive Director, the Director of Finance supports the financial processes of the organization in conjunction with other full-time staff, student executives, and the CUSA Board of Directors. Some of these processes include an annual audit,
annual approval of the CUSA budget by CUSA Council & the CUSA Board, managing the Accounts Payable and Accounts Receivable processes via directly reporting staff, and banking signing authority updates.

The Director of Finance of CUSA supports the CUSA Board and student leadership in ethical operations and decision making. Together with the CUSA Board, CUSA staff, the CUSA President, and the Executive Director, the Director of Finance assists student leaders in ensuring the financially sustainable execution of the student union’s long-term strategy and facilitates the ongoing operation of CUSA’s core services and businesses.

The Director of Finance ensures that mentorship and support is provided to the CUSA President, CUSA Vice President Finance / Secretary-Treasurer, the remaining Executives, and works directly with staff to make sure the organization fulfills its mandates and operates in a financially sustainable way.

The Director of Finance also facilitates many of the functions of the three CUSA-owned businesses, in conjunction with the CUSA Executive Director and CUSA Board:

- Ollies Pub & Patio
- Rooster’s
- Haven

**OPPORTUNITIES & CHALLENGES**

CUSA has a diverse population of students and staff. This group experiences frequent change and turnover due to the nature of the environment so the Association must ensure that its members are being served appropriately, thus enhancing their student experience.

In particular, CUSA just underwent a significant restructuring and governance change to implement ethical safeguards on decision-making and resource allocation. The Director of Finance will report to the Executive Director and regularly report with the Executive Director to the CUSA Board, a group of 9 voting members, most of whom will be students not otherwise involved in the governance or operations of CUSA. An incoming Director of Finance will have the opportunity to support the implementation of this new governance structure, which came into effect on May 1st, 2022.

**CORE COMPETENCIES**

- Confidentiality
- Ethical and Moral Analytical Skills
- Training & Curriculum Development
- Written and Oral Communication Skills
- Policy & Procedure Development
- Emotional Intelligence
- Decision Making
- Time Management
- Planning & Organizational Skills
DUTIES & RESPONSIBILITIES

Financial

- Be responsible for the accounting system for CUSA and its associated operations according to generally accepted accounting principles.
- Produce monthly income statements and balance sheets for CUSA and generate reports as required.
- Maintain necessary internal control systems to safeguard CUSA’s assets and integrity of operating results.
- On-boarding of new staff and executives to finance related systems
- Maintain and reconcile intercompany accounts, including but not limited to Carleton University.
- Be responsible for and administer the payroll records, leave reports and pension plan for CUSA’s permanent staff.
- Be responsible for HST claims and payroll tax withholding matters
- Receive and review all cheques prior to bank deposit by Finance Officers.
- Reconcile bank statements on a monthly basis and review sub-ledgers and journals for errors and omissions.
- Execute all journal-adjusting entries, including journal entries as necessary.
- Maintain assets files (i.e. depreciation, acquisitions, disposals)
- Verify and make necessary inventory adjustments for businesses and units.
- Be responsible for monthly allocation of rents and depreciation expenses.
- Be responsible for the allocation of monthly inter departmental charges and charges from university for tenants under CUSA master lease.
- Be responsible for keeping a list of tangible capital assets
- Prepare statements, reconciliations and schedules as required by the auditors.
- Control and manage cash and other current assets to meet the financial obligations of CUSA.
- Analyzing, preparing, and leading the annual budget process and working with the Board, Council, Executive, Senior Staff, and Executive Director to have a budget approved and in place
- Prepare monthly filings for WSIB, pension, and union dues
- Prepare annual filings for T4, T4A, pension, WSIB, SOCAN and EHT.
- Prepare and present quarterly reports to the Finance & Governance Subcommittee of the CUSA Board

Administrative

- Assist in strategic assessment and planning for all CUSA operations including advising on business development.
- Review the purchasing of supplies and equipment for all CUSA operations.
- Regularly review and advise regarding contracts between CUSA and other organizations.
- Review, maintain and advise regarding the investment portfolio of CUSA
- Hire, regularly review, and perform employee development or management of Finance Office staff, as described in any CUSA Human Resources Policy.
- Act as a resource person of financial information to executive members and staff; and produce relevant information of required topics.
- Work to modify and modernize accounting and finance procedures and processes.
- Manage the staff health and dental plan.
- Coordination of the annual student levy renewal.
- Handling operational issues that are not dealt with by other managers/directors.
- Manage CUSA’s insurance plans and policies.
- Be responsible for corporate lease agreements with sub-tenants.
- Handling internal purchase through eShop.
- Act as a resource person during union bargainings.
- Be in charge of implementation of a new accounting and expense management system.
- Assist in the development of an ethical and reformed organization by assisting in corporate policy and by-laws writing and review.
- Perform all other duties as directed by the Executive Director.

Managerial / Supervisory
- Supervise and manage the performance of the full time, unionized Finance Officer for Accounts Receivable
- Supervise and manage the performance of the full time, unionized Accounts Payable & Payroll Administrator
- Supervise and manage the performance of the part time, unionized, student Finance Administrator
- Keep a professional development plan for all direct reports
- Maintain and promote a positive work culture in the Finance Office

QUALIFICATIONS / EXPERIENCE
- A Post-Secondary Diploma, Degree, and/or a professional accounting designation.
- Experience working in a not-for-profit environment is an asset.
- Must have advanced payroll tax knowledge (CPP, EI, income tax, pension calculation, T4s etc.)
- Excellent organizational skills
- Excellent communication and interpersonal skills
- Flexible with the ability to work under pressure and meet deadlines
- Ability to work independently
First Aid and CPR Training is an asset
Proficient in the use of computers, with practical experience in the use of current software applications i.e. Excel, Google Suite.

**HOW TO APPLY**

Please send a resume, cover letter, and contact information for two (2) references to Sam Kilgour, Acting Director of Human Resources, at hr@cusaoonline.ca. The deadline to apply is Sunday December 11th, 2022 at 11:59pm.

Any questions about the role or application process can be directed to hr@cusaoonline.ca. Question submission and informational meeting requests to learn more about CUSA and the opportunity are welcome.

CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA's accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.