

Assistant Controller ADM-08
Financial Services
Halifax, Nova Scotia
Reference # 12822

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of their 19,000 students coming from outside of the province. The 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Dalhousie Financial Services strives to provide the highest quality financial services and information and ensure the effective stewardship of University assets to the benefit of students and scholarly activities. Financial Services is a core service unit of the University, providing services in areas of financial accounting, budgeting, procurement and risk management, cash management, and financial systems and policies. Reporting to the Controller, the Assistant Controller – Research & Capital is responsible for the administration and management of over 3,400 research and 900 special purpose accounts and the accounting for a capital program that exceeded \$120 million in expenditures in the most recent fiscal year. The role is varied and complex; risk management and university and agency accountability are critical components of the position.

Key Responsibilities:

- Overall responsibility for management of the research and special purpose accounting team.
- Ensure that appropriate policies and procedures are implemented to administer and account for research and special project funding, including oversight of the research funding compliance program.
- Co-ordinate with senior institutional staff to review and solve issues related to complex research funding arrangements.
- Review and develop improved institutional research reporting.
- Represent Financial Services on Facilitation and Implementation committees.
- Ensure that appropriate procedures are implemented to account for capital projects and related funding, review monthly capital project reports against funding plans; co-ordinate external reporting requirements for significant projects; and provide guidance and support in the planning and budgeting of capital projects.
- Lead process improvement initiatives in research and capital accounting processes.
- Participate in year-end financial reporting, preparation of annual financial statements, and other annual and ad hoc reporting requirements for senior administration.

Qualifications:

Successful candidates must have a professional accounting designation, plus considerable post qualification financial accounting experience, ideally in post-secondary education or other large public sector organization. Experience working in an audit firm is considered an asset. Must have strong leadership abilities, along with demonstrated supervisory experience. Ability to exercise initiative and independent judgement in a complex organization environment, as well as flexibility and creative problem-solving skills, required. Excellent interpersonal and communication skills (written and verbal) required. Must have the ability to work effectively with individuals and teams across the organization.

The successful candidates are expected to demonstrate proficiency in Dalhousie's core and leadership competencies <https://www.dal.ca/dept/leaders.html>, in particular:

- Thinking and Acting Strategically
- Relationship Building
- Accountability for Performance and Results
- Integrity
- Respect and Inclusion

Dalhousie is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

Salary Range: \$76,412 to \$103,381 per annum (ADM-08).

This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

To express interest in this opportunity please apply online by clicking:

<https://www.meridiarecruitment.ca/Career/12822>

For more information contact **Heather Labucki, Partner, or Sara Morey, Senior Recruitment Specialist** at smorey@kbrs.ca or 902.424.1117.

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