



OPPORTUNITY PROFILE
Manager of Finance & Accounting

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES

The Alberta Union of Provincial Employees (AUPE) is the largest public sector union in Alberta and represents approximately 103,200 jobs across the province in four sectors, including: health care, education, government services, and agencies, boards and commissions. AUPE represents roughly:

- 20,800 direct employees of the Alberta provincial government;
- 68,400 health care employees at public, private, and not-for-profit health care providers, including auxiliary nursing care employees and the general support services employees of Alberta;
- 10,800 in the education sector, who work in support roles at fifteen post-secondary institutions and three school boards across Alberta; and
- 3,200 boards, agencies, and commissions employees who work for a variety of mostly public sector employers like municipal governments.

AUPE is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We strive to provide a supportive and respectful environment, free of bias, where each employee feels valued. Together, our opinions, strengths, experiences, and diverse backgrounds ensure full and equal participation for all in our community.

For more information, visit: www.aupe.org

THE OPPORTUNITY

Position Summary

Reporting to the Executive Director and working closely with the elected Executive Secretary-Treasurer, the Manager of Finance & Accounting plays a critical role in overseeing the overall operations and effective performance of Finance & Accounting. Key areas of oversight include financial operations, budgeting and financial management, financial reporting, policy development and compliance monitoring.

The Manager provides leadership and direction to a staff team of over 12 and works closely with the executive team, other staff within AUPE, and elected officials.

Key Responsibilities

- Provide leadership and direction to a diverse staff team of over 12, ensuring the delivery of high-quality financial and accounting services. Ensure teamwork, collaboration and high performance.
- Oversee all financial aspects of AUPE, ensure accurate financial reports, budgets, forecasts and variance reports are provided in a timely manner to the Executive Secretary Treasurer and Executive team of AUPE.
- Ensure appropriate and effective control systems are in place to safeguard AUPE's financial and physical assets.
- Provide financial data and analysis as well as strategic input to assist the Finance Committee and Executive with policy decisions.

- Work closely with the Executive Secretary-Treasurer to develop appropriate presentations for delivery to the Finance Committee and Provincial Executive, and to assist in the delivery of presentations as needed.
- Work with the Finance Committee, other managers and staff of AUPE to coordinate the development of the annual budget that will achieve AUPE's strategic objectives and goals.
- As a member of the senior leadership team, participate in and support the strategic planning process.
- Remain current with legislation and professional practice standards which have implications for AUPE; ensure the development of appropriate adjustments to policy, procedures and internal controls to reflect those changes.
- Ensure compliance with internal and external reporting requirements.
- Work with the investment advisor(s) to oversee the management of the investment portfolio.
- Serve as a resource to Treasurers and Secretaries at the Local and Chapter levels; develop appropriate training and orientation to ensure effective financial management, control and reporting at these levels.
- Coordinate with the external auditors for the annual financial audit.
- Serve as the primary contact for banking and investment services.

THE PERSON

Qualifications & Education Requirements

The ideal candidate will possess the following qualifications and experience:

- Considerable senior-level related experience within a large and/or complex organization, preferably possessing a recognized accounting designation (CA, CMA, CGA or CPA) with membership "in good standing" with the respective professional body.
- Proven capabilities in negotiation and conflict resolution.
- Excellent relationship-building skills; the ability to work effectively with individuals at all levels internally and externally, and with a diverse team.
- Well-developed written and oral communication skills.
- Strong problem-solving and analytical skills with a commitment to teamwork and collaboration.
- Time management skills to effectively manage multiple priorities and projects.
- Working knowledge of various accounting systems, other computer systems, including the MS Office suite of products. Experience working with Great Plains Dynamics would be an asset.
- An understanding of the Union environment and its core business would be an asset.

Knowledge, Skills & Attributes

Leadership: Provide effective leadership and ensure accountability of staff for the achievement of results. Focused. Possesses strong organizational skills, effective time management, and is adaptable to new and changing situations. Energetic. Has a management style that fosters positive relationships across the organization as well as with external stakeholders.

Financial Management: A proven ability to work in a fiscal environment of growth with a significant number of financial transactions. Timely and efficient in all budgeting, financing and information reporting.

Politically Astute: Able to build on existing relationships and manage change with an awareness of stakeholder motivations and interests; discreet.

Proactive and Results-Oriented: Able to focus initiatives and activities towards meeting the objectives of AUPE. Establish processes to measure results adequately.

Organization and Planning: Able to identify, evaluate, and develop actions needed to reach goals. Demonstrated problem-solving abilities and the ability to recognize emerging issues through environmental scanning and objective rationale. Create, collaborate, and execute AUPE strategic initiatives on time and on budget.

Communication Skills: Possess excellent communication skills (verbal and written) and express thoughts in an organized and concise manner. Active listener to the issues of others in a manner that fosters cooperation and support. Develop and deliver effective presentations. Has the ability to present information and ideas to diverse groups, ranging from staff to the Executive.

Professional Team Player: Honest and open to working with others. Able to build relationships and develop/maintain relationships. Diplomatic and tactful.

Make Decisions: Assess complex/sensitive situations to determine the importance, urgency and risks and make sometimes controversial or difficult decisions that are in the best interests of AUPE. Demonstrate sound judgement and common sense.

COMPENSATION

A competitive compensation package will be provided, including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

TO APPLY

To apply, please email your cover letter and resume (in PDF or Word only, preferably as a single document) to Sonny Kappor or Olesia Linkevych at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search

www.leadersinternational.com