

Job Description

Job Title:	Accounting Analyst
Department:	Print + Retail Solutions
Reports To:	Manager, Accounting and Financial Analysis
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	August 2022

Primary Purpose

The Accounting Analyst is accountable to the Manager, Accounting and Financial Analysis for processing financial transactions, analyzing and executing month-end procedures, preparing account reconciliations, conducting various financial analyses to help with business development, assist/lead accounting related projects, and other financial related tasks as assigned.

Key Accountabilities

Financial Analysis

- Prepare weekly, month-end as well as year-end journal entries accurately and in a timely manner, applying GAAP principles and following the university's finance policies for all units in P+RS
- Extract and examine data sets to create custom financial reports, including but not limited to internal financial statements designed for individual business units using retail-specific software, as well as the university's financial reporting system
- Analyze and apply historical trends to forecast and predict monthly budgeting amounts for year-to-date budgeting
- Process accounting transactions, providing timely reporting on and reconciling monthly balances, and working with customers/suppliers and P+RS staff to resolve any discrepancies
- Administer University of Waterloo staff and faculty purchase payroll deduction program, calculating monthly interest and communicating appropriate deductions to Payroll Department
- Month-end analysis on inventory adjustments, vendor price changes, margins, and inventory year-over-year variances

Account Reconciliations

- Reconcile various balance sheets and clearing accounts on a monthly basis following appropriate accounting principles
- Provide oversight on the P+RS gift card and deposit credit programs through monthly balancing against university general ledger accounts
- Balance retail general ledger sales and cost of goods sold amounts against the university's financial statements

Daily Deposit and Reconciliations

- Reconcile daily sales transactions, ensuring any overages and shortages are investigated and resolved in a timely manner
- Ensure cash controls are followed in all areas of P+RS
- Gain understanding and efficiency in fully integrated Point-of-Sales (POS) and inventory tracking systems to investigate and recommend solutions on any variances

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- Independently resolve any interdepartmental queries regarding charges made to accounts
- Manages the petty cash fund for the department, including reimbursement and safe keeping
- Ensures adequate cash floats are maintained including oversight and periodic audits of total safe counts

Assistant to the Manager, Accounting and Financial Analysis

- Acts as assistant for the Manager, Accounting and Financial Analysis with all aspects within the accounting office including Accounts Receivable, Accounts Payable, monthly and yearly inventory procedures, financial and any other ad hoc reporting
- Provides guidance and advice to all P+RS staff on appropriate revenue / expense recording procedures, following the university's financial policies
- Supports yearly internal and external audits, providing source documentation as required
- Supports HST activities, in accordance with the university's HST procedures as they relate to interdepartmental charges, rebates on varying purchases made for P+RS, and general sales
- Assists with accounting related projects and works as a lead when needed

Collaboration

- Interacts regularly with all P+RS staff and supports cross-promotion of products and services wherever possible
- Establishes and maintains strong partnerships and relationships with units throughout the university and the affiliated and federated institutions of Waterloo that help P+RS achieve its goals, while ensuring that P+RS is represented professionally

Customer Service

- Commits to positive interactions with all customers and provides appropriate level of assistance regardless of situation or location
- Ensures that all accounting inquiries are handled in a professional, timely manner; and in cases the inquiries need to be redirected to other staff, the incumbent will ensure that the redirection is complete, and that the customer is not left without service

Required Qualifications

Education

- Post-secondary diploma or degree in accounting
- Progression toward or completion of an accounting designation is preferred

Experience

- At least three years of relevant financial experience
- Experience in a retail environment will be an asset

Knowledge/Skills/Abilities

- Business acumen and analytical skills
- Critical thinking
- Excellent written and verbal communication skills
- Interpersonal skills and relationship-building
- Analytical mindset, ability to explain and apply accounting principles, and advanced technical skill
- MS Word: Intermediate
- MS Excel: Advanced

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- Proficiency with computerized retail and database systems

Nature and Scope

- **Contacts:** Internally, this position interacts with staff representatives and managers within P+RS as well as the university's central finance team to obtain, clarify, and discuss information. Externally, this position interacts with customers in order to obtain, clarify, or discuss information. This position also interacts with external vendors where required.
- **Level of Responsibility:** This position is responsible for the timely and accurate analysis and reconciling of all revenue transactions within P+RS. This position also prepares and analyzes weekly, monthly and yearly reconciliations and journal entries in accordance with GAAP and the university's financial policies. As well, this person is responsible for internal financial statements and various month end reporting.
- **Decision-Making Authority:** The Accounting Analyst is expected to work independently to process transactions and respond to internal questions and vendor requests. In complex or unusual situations, issues may need to be escalated to the Manager, Accounting and Financial Analysis. Decisions made by the incumbent will have a direct impact on the experiences of external and internal customers and others' perceptions of P+RS.
- **Physical and Sensory Demands:** Work varies with responding to telephone inquiries, email inquiries and verbal communication with customers and colleagues, as well as physical labour from time to time (e.g., moving boxes/files, assisting in the store or at events). Some work requires long periods of time seated and working at a computer, and other work will require standing or moving about, sometimes for extended periods of time. Lifting, bending and stretching is required from time to time, when assisting with events or moving/displaying products for sale. This position requires exertion of physical sensory effort resulting in slight fatigue, strain or risk of injury.
- **Working Environment:** This position works in a typical retail store, office and warehouse environment. At times, there will be unusual hours or schedules, including extended weekend and weekday hours during busy periods (e.g., Labour Day weekend; Convocation) and for P+RS events where assistance is required, with varying volumes of work at different times of the year.
- **Remote Work:** The Accounting Analyst may be eligible to work remotely some of the time, in accordance with the University of Waterloo's "Work from Home Guidelines" and as approved in advance by the Manager, Accounting and Financial Analysis and the department Director. Vacations must be scheduled in advance so as not to interfere with departmental needs. In particular, the incumbent must work with the Manager, Accounting and Financial Analysis to ensure that at least one team member is available at all times to address in-person accounting needs.