

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 1, 2017

Primary Purpose

The Accounting Analyst is accountable to the Manager, Accounting and Financial Analysis for analyzing and executing month-end procedures, reviewing and reconciling revenue transactions, processing and reporting on Accounts Receivable, and reconciling accounts relating to P+RS.

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 monthly Accounts Receivable transactions, providing timely reporting on and reconciling monthly balances, and working with customers 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 system to investigate and recommend solutions on any variances

Job Description



- 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 recording procedures, following the university's financial policies
- Supports yearly internal (i.e., Research Accounting) 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
- Backup for Accounts Payable duties on reconciling vendor statements and resolving any outstanding issues, Accounts Payable module in retail software, and general processing of Accounts Payable transactions

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 colleges 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 customer inquiries are handled in a professional, timely manner; and in cases when customers should 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 courses in accounting
- Progression toward or completion of an accounting designation is preferred

Experience

- At least three years of relevant financial experience

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

Job Description



- Familiarity with Sharepoint
- 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 Financial 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.
- **Physical and Sensory Demands:** This position requires exertion of physical sensory effort resulting in slight fatigue, strain or risk of injury. Some lifting, bending and stretching is required from time to time, in order to move/display equipment or products.
- **Working Environment:** This position works in a typical retail store and office environment. There may be unusual hours or schedules, extended weekend hours, or weekday extended hours with varying volumes of work at different times of the year.