

Job Description

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

Primary Purpose

The Financial Analyst is accountable to the Manager, Accounting & Financial Analysis for analyzing financial data, populating financial models to conduct analysis and benchmarking against the departmental budget and goals, reviewing and reconciling revenue transactions, and reconciling accounts relating to P+RS.

Key Accountabilities

Financial Analysis

- Assists the Manager with forecasting expenses monthly and engages with business unit managers to answer questions and/or assist with understanding financial reports
- Responds to inquiries from the campus relating to charges applied to their monthly expense statements issued by the university
- Assists with updating Key Performance Indicator dashboards
- Maintains up-to-date knowledge of accounting procedures, best business practices, and government and university policies and procedures, to apply sound judgment and recommend improvements
- Constantly evaluates internal processes for opportunities for improvement and provides leadership in implementing these improvements where approved
- Provides training, mentoring, and/or leadership to P+RS team members to meet objectives, improve processes, and upgrade systems
- Performs ad-hoc reporting as various business needs arise
- Creates reports for analysis and trending of expenditures as requested by the Manager or other managers within P+RS.
- Posts month-end journal entries, as required
- As a key member of the accounting team, the incumbent will assist in other areas including cash reconciliations, inventory procedures, providing audit support, and providing general administrative support as required

Account Reconciliations

- Reconcile various balance sheets and clearing accounts monthly following appropriate accounting principles
- Provide oversight on the P+RS gift card and deposit credit programs through monthly balancing against university General Ledger accounts

Job Description



- Balance retail general ledger sales and cost of goods sold amounts against the university's financial statements

Daily Deposit and Reconciliations

- Reconciles daily sales transactions, ensuring any overages and shortages are investigated and resolved in a timely manner. P+RS uses 19 different tender types including cash, credit cards, department charges, and e-commerce transactions
- Ensure cash controls are followed in all areas of P+RS
- Gain understanding and efficiency in fully integrated Point of Sale (POS) and inventory tracking system to investigate and recommend solutions on any variances
- Independently resolve any interdepartmental queries regarding charges made to department account numbers
- 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

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
- Communicates accounting information to clients who often have little or no accounting experience, to achieve accurate financial accounting and reporting and to resolve issues
- Participates in evaluating business and accounting-related issues (identifying problems, researching alternatives, preparing analyses, and making recommendations)
- Represents the Accounting team on cross-functional projects, providing appropriate accounting, business, and technical expertise. Participation may include developing policies/procedures, effecting change, providing training, testing, etc. The incumbent may be required to assume functional responsibility for specific aspects of the project

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

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University degree with a focus on accounting, and business courses, or equivalent combination of education and/or experience
- Progression toward an accounting designation is preferred

Experience

- At least three years of relevant experience in a computerized accounting environment

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
- Proficiency with PowerBI a plus
- Proficiency with computerized accounting module (within a retail environment preferred).

Nature and Scope

- **Contacts:** Excellent communication and strong interpersonal skills are required to address and resolve issues with the university's central finance department, external suppliers, and business unit managers and staff to ensure compliance with procedures and policies. Internally, communication with team members, department administrative staff, and Manager, Accounting & Financial Analysis is required. The Financial Analyst must communicate accounting information to clients, often with little or no accounting experience, to achieve accurate, financial accounting and reporting and resolve issues.
- **Level of Responsibility:** The Financial Analyst is responsible for handling complex budget issues, contributing to cross-functional projects that relate to the department's strategic goals and objectives. There is no direct supervision of others, however, this role will act as a mentor to other accounting roles in the department.
- **Decision-Making Authority:** The Financial Analyst is expected to work independently in developing reports, reconciling accounts and resolving a variety of issues. In complex or unusual situations, including but not limited to policy or procedural changes, issues must be escalated to the Manager, Accounting & Financial Analysis.
- **Physical and Sensory Demands:** Minimal demands primarily operating within an office environment. Occasional hands-on activities within a retail setting and requires minimal exertion of physical effort.
- **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.