

Job Description

Job Title:	Financial Analyst
Department:	Print + Retail Solutions
Reports To:	Manager, Accounting & Financial Analysis
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	August 1, 2017

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. In addition, the incumbent will be responsible for processing AP invoices, credits, and investigating any outstanding vendor balances.

Key Accountabilities

Accounts Payable

- Processes all invoices and credits, ensuring the proper authorization is in place and appropriate backup is provided. Follows up with P+RS business unit managers as needed if either is not provided, and defers to the Manager, Accounting & Financial Analysis when necessary
- Analyzes and calculates prices, taxes, and discounts on goods received from vendors
- Keeps up to date on all university accounts payable (AP) policies as applicable
- Establishes and maintains a filing system for all AP records, both electronic and hard copy, according to university and P+RS financial policies
- Resolves any discrepancies on vendor statements through analyzing backup correspondence with vendors, buyers, and receiving personnel in order to resolve differences

Daily Deposit and Reconciliations

- Reconciles daily sales transactions, ensuring any overages and shortages are investigated and resolved in a timely manner. Total revenues for P+RS are over \$14 million annually. 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
- Oversight of P+RS loyalty program, including redemption of reward points and analysis of yearly cost vs benefit
- 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

Financial Analysis

- The incumbent is responsible for understanding transactions that are applied to the income statement and will post journal entries to correct misallocations
- 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, in order 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 in order to meet objectives, improve processes, and upgrade systems
- Performs ad-hoc reporting as various business needs arise
- Reviews accounting reports prepared by Finance including, but not limited to, annual credit reports to resolve any outstanding AP items
- Creates reports for analysis and trending of expenditures as requested by the Manager or other managers within P+RS. Reconciles invoices where required for internal reporting.
- 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

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, in order 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

Required Qualifications

Job Description



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

- Understanding of Generally Accepted Accounting Principals, internal controls, budgeting and Accounts Payable processes
- Business acumen and exceptional analytical skills
- Critical thinking
- Excellent written and verbal communication skills
- Interpersonal skills and relationship-building
- Technical skills:
 - MS Word: Intermediate
 - MS Excel: Advanced
 - Familiarity with Sharepoint
 - 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, in order to achieve accurate, financial accounting and reporting and resolve issues. Externally, this position communicates with suppliers in order to resolve account issues.
- **Level of Responsibility:** The Financial Analyst is responsible for processing payable transactions, handling complex budget issues, contributing to cross-functional projects that relate to the department's strategic goals and objectives. Additionally, the Financial Analyst is responsible for the accurate and timely payment of all P+RS invoices, taking into account all outstanding credits and resolving any vendor differences when reconciling statements. 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 to processing transactions, 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:** 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. Additionally, the Financial Analyst must be able to manage concurrent assignments and prioritize workloads in order to meet deadlines.
- **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.