Job Description

**Job Title:** Financial Controls and Communications Analyst  
**Department:** Finance  
**Reports To:** Associate Director, Audit and Communications  
**Jobs Reporting:** None  
**Salary Grade:** USG 11  
**Effective Date:** November 2017

**Primary Purpose**  
The Financial Controls and Communications Analyst is accountable to the Associate Director, Audit and Communications for the execution of activities relating to the review of transactions and processes to ensure controls are adequate, effective, and in compliance with published guidelines and procedures. The role also assists in the development, documentation, testing and communication of financial policies and procedures to ensure they are well understood and followed.

**Key Accountabilities**  
List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

<table>
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<tr>
<th>Execute a university-wide internal control review plan</th>
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<tr>
<td>• Document business processes and internal controls within financial business cycles, identifying control gaps, and working with the business cycle stream leads to address them.</td>
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<td>• Perform or assist in analysis of specific financial data to help identify trends or patterns that could be indicative of fraudulent activities</td>
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<td>• Coordinate post reviews of financial transactions (i.e. bank deposits, P-Card, reimbursement claims, etc.) to ensure processes are followed, identify control improvements, and evaluate compliance with internal policies and procedures and with external statutes and regulations</td>
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<td>• Prepare review findings and recommendations for communication to the University community</td>
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<th>Provide guidance on developing appropriate financial policies and procedures</th>
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<td>• Collaborate with other individuals within Finance and elsewhere to develop financial and business policies and procedures in a standard electronic format that provides accessibility, consistency and clarity to the University community</td>
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<td>• Review financial business practices and processes, including segregation of duties and security access, recommending improvements, as required</td>
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<td>• Communicate new and/or revised policies and procedures to the University community, including periodically acting as liaison between Finance and those with financial accountabilities and responsibilities across campus</td>
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<th>Develop and deliver communication and training programs to the University community</th>
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<td>• In collaboration with the functional areas within Finance, develop manuals and training materials for financial processes and systems</td>
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<td>• Develop training sessions for University staff and faculty on financial and business practices, as required</td>
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<tr>
<td>• Assist in the preparation and distribution of various communications throughout the year, including drafting year-end memos and instructions, systems upgrade information, new initiatives and developments and other relevant information</td>
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Other
- Participate as a functional and controls expert representative in system upgrade and testing project teams
- Participate in other department projects as required
- Act as a member of the management team responsible for developing and implementing the strategic direction of the Finance department

Required Qualifications
If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education
- University undergraduate degree
- Chartered Professional Accountant (CPA) designation

Experience
- Minimum 3 years' experience in an accounting/finance-related environment
- Extensive experience in an enterprise wide computerized accounting environment is preferred
- Broad range of auditing experience, preferably in a not-for-profit environment
- Experience in developing/documenting/evaluating internal controls
- Experience in developing and/or presenting training material is considered an asset
- Experience in managing or mentoring and coaching staff is considered an asset

Knowledge/Skills/Abilities
- Conceptual thinker with strategic planning skills and initiative
- Superior interpersonal, communication and listening skills
- Strong analytical, technical and problem solving skills
- Exceptional attention to detail
- Time management skills
- In depth understanding of generally accepted accounting principles and their application to not-for-profit organizations
- High degree of discretion, judgement, sensitivity, tact and diplomacy
- Works independently with a strong work ethic

Nature and Scope
- Contacts: This position internally communicates with individuals of varying financial backgrounds on the effectiveness of internal control systems, identifying opportunities for efficiencies and innovative ways to manage business processes. Externally this position may have contact with the University's auditors and outside agencies. The incumbent must possess superior interpersonal skills and conduct oneself in a professional manner at all times. As part of the management team in Finance, the incumbent must have the ability to share information in a collaborative manner and effectively interact with co-workers. As a financial subject matter expert, the incumbent is expected to work on University wide initiatives and cross-functional teams with immediate impact.

- Level of Responsibility: This position provides strategic support to the organization by ensuring there is a cost effective and adequate internal control system over the financial environment at the University. This position is a member of the management group within Finance and represents and speaks on behalf of Finance on various financial related matters.

- Decision-Making Authority: This position is expected to be self-directed and work independently. In collaboration with other members of the Finance management team and the University community, this position has the authority to implement changes, as required, to financial and business activities based on best practices and for those activities that are not in compliance with University policies,
procedures or legislation. Based on identifiable control weaknesses, this position may elevate the issue to internal audit for further corrective action including an audit.

- **Physical and Sensory Demands:** Minimal as the position works in a typical office environment.
- **Working Environment:** The University operates in a decentralized environment in terms of decision-making and a centralized environment in terms of establishing standards, policies, procedures and financial systems. Consequently, the accounting and technical skills across University units of those dealing with financial matters vary significantly. Due to the nature and the complexities of the University business activities, disagreements and contentious issues and situations may arise from time to time due to differing interpretations of policies and procedures. Diplomacy and tact are required in all situations.