

Job Description



Job Title:	Expense Analyst
Department:	Finance
Reports To:	Manager, Payments & Expense Accounting
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	December 2018

Primary Purpose

The Expense Analyst is accountable to the Manager, Payments & Expense Accounting for ensuring non-salary expense transactions are appropriately processed and procedures and controls are effectively applied. They are responsible for processing complex payables transactions and resolving related problems. Responsibility also includes reconciling and reporting on university accounts, actively participating on cross-functional projects, developing policies and procedures to improve efficiencies and providing training to both Finance Staff and clients in the campus community.

Key Accountabilities

Process vendor invoices and expense claims:

- Manage expense claim or invoice transactions, primarily those that are complex in nature. The application of a wide knowledge base including taxation, international financial procedures and diverse business practices is required. Examples include, identification of taxable benefits, wire transfer requirements and construction costs, including holdbacks and lien searches.
- Manage supplier credits.
- Resolve issues related to invoice holds, accruals and encumbrances.
- Investigate, recommend and implement improvements to accounts payable processes

Produce financial reports and reconciliations:

- Produce accurate, complete and timely financial reports. Assignments may relate to year-end, audits or special analysis.
- Participate in month end close process, including preparing month-end journal entries, reconciliations and associated reporting.
- Reconcile payments to UW's bank accounts. Payments may be issued by cheque, EFT, wire, draft or preauthorized payment and in multiple currencies.
- Monitor and reconcile account balances and follow up on discrepancies.
- Communicate with auditors (internal, external, government, funding agencies, etc.), as required.

Provide advice, training and direction on expense related policies, procedures and best practices:

- Keep abreast of changes in accounting, best business practices, as well as government and University policies and procedures, in order to apply sound professional judgment and recommend improvements.
- Participate in evaluating business and accounting issues. This requires identifying problems, researching alternatives, preparing analysis and making recommendations.
- Provide training, mentoring and/or leadership to team members in order to meet objectives, improve processes and upgrade systems. Significant involvement in system improvements, development of system reports and organizational performance metrics (KPI's) is expected

Job Description

- Communicate accounting information to clients, often with little or no accounting experience, in order to achieve accurate financial accounting and reporting and resolve issues.
- Maintain positive relationships with Financial Officers, Research Compliance team and other UW internal contacts.
- Participate on cross-functional projects providing appropriate accounting, business and technical expertise. Participation may include developing policies/procedures, advocating a new program, affecting change, providing training, testing, etc. May be required to assume functional responsibility for specific aspects of the project

**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

- Post-secondary education, with a focus on accounting, or business courses, or equivalent combination of education and work experience
- Progression toward an accounting accreditation is considered an asset.

Experience

- Previous experience in an enterprise wide computerized accounting environment.
- 1-3 years of demonstrated experience in an financial/analytical role, including journal entry preparation, reconciliations, financial reporting and financial analysis
- Experience in a multi-currency environment is considered an asset.

Knowledge/Skills/Abilities

- Demonstrated ability to prioritize and manage concurrent assignments accurately and efficiently
- Strong attention to detail, analytical and problem solving skills
- Demonstrated ability to work independently and handle confidential information
- Superb organizational, planning, interpersonal and communication skills are required to address and resolve issues of procedure, policy, and compliance.
- Tact, judgement, and diplomacy are essential
- Comfort and clarity in explaining accounting information, as well as organizational procedures and policies
- Excellent MS Office skills including Excel, Word and PowerPoint
- Advanced understanding of Generally Accepted Accounting Principles, internal controls and tax-related issues preferred.
- Familiarity with Unit4, Concur and SharePoint is considered an asset

Nature and Scope

- **Contacts:** Internally, communication with team members, managers, department administrative staff, and Financial Officers is required. Externally, this position communicates with suppliers in order to resolve account issues, as well as the University's auditors.
- **Level of Responsibility:** The Expense Analyst is responsible for processing complex payables transactions, reconciling and reporting on University accounts, contributing to cross-functional projects, developing policies and procedures and providing training to both Finance staff and others on campus.

Job Description



The individual must address compliance issues and resolve discrepancies with internal and external client groups. The individual must have the ability to respond to multiple and competing priorities.

- **Decision-Making Authority:** The individual must be self-directed and able to work independently in processing complex transactions, reconciling accounts and resolving a variety of issues. The incumbent must be willing to be accountable and responsible for decisions in an environment with competing priorities and limited resources. Any changes in policies or procedures must be referred to the Manager, Payments & Expense Accounting to approve or determine the appropriate level of approval required.
- **Physical and Sensory Demands:** Minimal physical demands, typical of a position operating within an office environment. Concentrated, attention to detail is required in an open office environment with competing priorities. The Expense Analyst must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.
- **Working Environment:** Office based