

Job Description

Job Title:	Faculty Financial Analyst
Department:	Office of the Dean of Engineering
Reports To:	Faculty Financial Officer
Jobs Reporting:	None
Salary Grade:	USG 10, 35 hours per week
Effective Date:	July 2019

Primary Purpose

Reporting to the Faculty Financial Officer (“FFO”), the Faculty Financial Analyst assists in ensuring that all financial activities in the Faculty of Engineering are properly accounted for, and that available financial management tools are effectively and consistently applied. The Faculty Financial Analyst provides the FFO and the senior management team with information to support financial management, monitoring, compliance and strategic planning within the Faculty of Engineering. The incumbent acts as a resource to departmental administrative staff and the Faculty for financial transactions and policy interpretations.

The size of Engineering’s operating and research funds continues to grow. In 2018/19, the total operating budget is \$100M+ and the total research funds exceeds \$90M.

Key Accountabilities

Financial management and internal control of research transactions within the Faculty of Engineering

- Possesses a clear and current understanding of University policies and procedures and research related sponsor guidelines to ensure ongoing compliance and consistent understanding of University and funding agency requirements within the Faculty
- Provides advice and support to research administrative staff, individual researchers and research groups and institutes regarding eligibility, management and control of research funds, including information about their financial data and required reporting
- Meets regularly with the research administrative staff to support effective and consistent financial management and internal control and encourages the sharing of best practices throughout the Faculty of Engineering
- Works closely with members of Engineering Research Office, the Research Finance and Compliance Team within the Office of Research, Finance, Human Resources and other Faculty Financial Officers to identify and address issues concerning compliance with University policies and sponsor agreements/guidelines.
- Conducts internal audits to ensure research transactions follow the required policies and procedures
- Provides financial oversight for CRC, IRC and Interim Research accounts within the Faculty, including the development and maintenance of related internal process documentation, as well as regular financial risk assessment to ensure spending is aligned with the budgets
- Conducts periodic monitoring and identifies to management potential issues relating to research accounts

Financial management and internal control of non-research transactions within the Faculty of Engineering

- Under the direction of the FFO, participates in periodic reviews and audits of financial procedures and transactions to ensure strong internal controls and efficient and effective financial accountability
- Under the direction of the FFO, identifies training and performance needs across the Faculty and coordinates, develops and implements training initiatives for administrative staff
- Is responsible for preparing and finalizing all faculty and non-faculty appointments that are funded by research dollars; ensures all due process, guidelines, policies and best practices are followed; consults the Manager (Faculty Support Services) or the Faculty Administrative Officer on appointment related questions
- Collects, analyzes data, and prepares reports related to the Faculty's operating activities (including, for example, research overhead income and allocation)
- Monitors and prepares reports for certain operating, endowment and trust funds within the Faculty; identifying issues and risks to the FFO
- Assists the Budget Officer in the preparation of budget plans, as required
- Upon request by the Executive Officer, acts as FFO in her/his absence
- Assists with monthly monitoring of financial reports for each academic and service unit, identifying potential issues and risks to the FFO
- Helps with routine and *ad hoc* assignments associated with the management and control of Faculty financial administrative processes and the related document flow
- Helps with routine and *ad hoc* assignments associated with data, information reporting and trending analyses
- Supports new initiatives in the areas of budget and finance

Financial administration, communication and continuous support within the Faculty of Engineering

- Provides general administrative support to the FFO and the Executive Officer as directed.
- Assists Dean of Engineering staff with understanding of and adherence to financial processes and policies
- Assists FFO to ensure that University accounting methodology and procedures are well understood across the Faculty and that these procedures are documented, communicated and followed
- Keeps current on research-related eligibility, compliance and process matters and ensures that this information is shared efficiently and effectively with relevant stakeholders across the Faculty
- Serves as a resource to the Faculty staff and faculty members with queries related to the university financial systems (i.e. Concur, Unit4)
- Develops reports and statistics to identify where improvements are needed for financial compliance

**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

<p>Education</p> <ul style="list-style-type: none">• Undergraduate degree or equivalent related education/experience• A recognized accounting designation (CPA) required
<p>Experience</p> <ul style="list-style-type: none">• 5+ years of progressive accounting experience• Consistent track record in supporting a broader spectrum of accounting and finance functions• Demonstrated extensive competencies in accounting and data management• 3+ years of experience in higher education highly desirable.
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Strong communication and interpersonal skills, and demonstrated organizational skills• Excellent understanding of generally accepted accounting principles and practices as they relate to fund accounting and an in-depth knowledge of the accounting requirements and financial business of the University.• Working knowledge of tax issues (such as HST, taxable benefits, etc.) as they relate to specific activities.• Strong analytical and interpersonal skills are required to provide professional advice on accounting and process issues within Faculty departments.• Ability to build excellent working relationships with key persons both inside and outside the Faculty. The Faculty Financial Analyst must possess strong Microsoft Office experience: advanced MS Word and Excel, intermediate PowerPoint, Access, Outlook, as well as working experience with financial software and databases• Knowledge about databases is considered an asset.

Nature and Scope

- **Contacts:** Significant Internal Relationships - Within the Faculty of Engineering - Dean of Engineering, Executive Officer, Faculty Financial Officer, Budget Officer, Faculty Administrative Officer, other Administrative staff and Researchers. Within the University of Waterloo, The Faculty Financial Analyst, under the direction of the FFO, is the liaison between the Faculty of Engineering and academic support units at the University of Waterloo, including: Finance Office, Human Resources, Office of Research, Information Analysis and Planning, Graduate Awards Office, Undergraduate Awards Office, Administrative staff in other Faculties, and Plant Operations. Significant External Relationships - Contractors, Suppliers, External funding sources
- **Level of Responsibility:** The Faculty Financial Analyst assists the FFO in ensuring that accounting methodology and procedures are well understood across the Faculty and that these procedures are followed. The Faculty Financial Analyst is responsible for the compliance review of research financial transactions.
- **Decision-Making Authority:** The Faculty Financial Analyst will play a leadership role in guidance and monitoring oversight for research accounts in the Faculty of Engineering. The Faculty Financial Analyst must have an excellent understanding of university policy and procedures as well as the guidelines from funding agencies and the University. The incumbent must be comfortable working within a framework of multiple principles and guidelines and applying professional judgment in situations where clear direction is not available and/or interpretation is required.
- **Physical and Sensory Demands:** This is a typical position operating in an office environment with minimal physical demands.
- **Working Environment:** The largest engineering school in Canada and expanding internationally, Waterloo Engineering is a multi-faceted engineering school. The Faculty's operation is complex, with

Job Description



315+ faculty FTEs, 240+ staff FTEs, 8 academic units and 9 administrative units. The Office of the Dean is a busy, team-centred environment. The office responds to requests to assist faculty and students in their teaching, learning, research and related activities, as well as to questions and requests from staff within the Faculty and across campus. Close communication and sharing of workloads is essential.