

Job Description

Job Title:	Financial Analyst
Department:	Finance
Reports To:	Manager, Corporate Accounting and Financial Reporting
Jobs Reporting:	N/A
Salary Grade:	USG 8
Effective Date:	September 2018

Primary Purpose

The Financial Analyst is accountable to the Manager, Corporate Accounting and Financial Reporting for accurate and timely processing and review of University financial data. This position also assists in the preparation of University financial reporting and financial statements.

Key Accountabilities

<p>Responsible for accurate and timely processing and review of University financial information</p> <ul style="list-style-type: none"> • Prepare month end journal entries related to various bank transactions • Process and assist with review of journal entries prepared by departments related to foreign bank accounts to ensure accuracy and proper accounting policies and procedures are being followed • Perform various balance sheet account reconciliations to identify and resolve discrepancies • Responds to questions and inquiries from campus departments regarding financial policy and procedural issues • Recommend improvements and best practices to maintain a strong internal control framework and ensure the accurate reporting of financial transactions
<p>Assist in preparation of University financial reporting</p> <ul style="list-style-type: none"> • Perform the bank reconciliation process • Participate in the year-end financial statement reporting and audit process to deliver working papers and supporting documentation to the external auditors • Assist with external audits required by departments outside Finance • Assist with special audits as required by external parties for research projects, enrolment etc. • Assist with preparation of external reports accurately and within specified deadlines, including COFO reporting
<p>Prepare financial statements and reporting for other legal entities including the University of Waterloo (Hong Kong) Foundation Limited and Waterloo Jishu Limited</p> <ul style="list-style-type: none"> • Perform transaction recording for external entities under university control • Assist with preparation of required internal and external reporting
<p>Other</p> <ul style="list-style-type: none"> • Participate in department projects as required • Provide backup to other Finance functions as required • Participate as a functional expert representative in system upgrade and testing project teams • Keep current in advances in the industry and investigate technological solutions to recommend and implement process improvements

**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*

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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 in Accounting or Business or focus on accounting and business courses• Equivalent combination of education and experience will be considered• Registered and working towards the Chartered Professional Accountant (CPA) designation from CPA Canada preferred
<p>Experience</p> <ul style="list-style-type: none">• 1 to 3 years of experience in an accounting/finance-related environment preparing bank reconciliations and journal entries• Experience with in an enterprise wide accounting system• Experience in a not-for-profit environment preferred
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Advanced interpersonal, communication and listening skills• Strong analytical, technical and problem solving skills• Strong attention to detail• Understanding of generally accepted accounting principles and their application to not-for profit organizations• Works independently with a strong work ethic• Advanced Excel

Nature and Scope

- **Contacts:** Internal: Finance team members as well as colleagues across the campus community. External: Auditors and university service providers.
- **Level of Responsibility:** The Financial Analyst must apply knowledge of policies, procedures, business and accounting to complete all applicable financial reporting accurately and within relevant deadlines. The incumbent must address compliance issues and resolve discrepancies with internal and external client groups. The individual must have the ability to respond to multiple competing priorities.
- **Decision-Making Authority:** The individual must be self-directed and able to work independently. Any changes in policies or procedures must be referred to the Manager, Corporate Accounting and Financial Reporting 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 incumbent must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.
- **Working Environment:** Minimal exposure to disagreeable working conditions typical of working in an office environment. The University operates in a decentralized environment in terms of decision making and 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. There may be periods of irregular/high volumes e.g. year-end.