

Job Description

Job Title:	Financial Systems Analyst
Department:	Finance
Reports To:	Associate Director, Audit and Communications
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	November 2017

Primary Purpose

The Financial Systems Analyst reports to the Associate Director, Audit and Communications providing accounting and system support during the stabilization stage of deploying the Unit4 financial system. Support may extend beyond the Unit4 financial system to other finance-related systems, such as Concur Expense and CentreSuite purchasing card.

Key Accountabilities

<p>Setup and maintain key elements in the financial or finance-related systems</p> <ul style="list-style-type: none"> • Creating and maintaining users along with granting and removing user access, including any necessary user configuration. • Creating and maintaining work orders, which is the cornerstone of the Unit4 financial system, including any configuration related to interfacing work orders to external systems. • Enter and review data to ensure the Unit4 system is set up accurately and completely. Examples include delivery location setup and populating various relations and flexi-fields.
<p>Interfaces from external systems to the Financial System</p> <ul style="list-style-type: none"> • Interface transactions from external systems confirming the sent and received transaction counts and amounts. Identify system weaknesses and recommend improvements.
<p>Assist in developing documentation related to the Financial System(s)</p> <ul style="list-style-type: none"> • Document business processes, identify system and internal control weaknesses and recommend business process improvements, system enhancements and compensating controls as appropriate. • Develop and enhance user training manuals and online tutorials providing recommendations to improve the user experience. Assist with front-line support of the University community, primarily for the Unit4 system, and development of a frequently asked questions manual for the Financial Systems group.
<p>Other</p> <ul style="list-style-type: none"> • Accountabilities may vary as implementation issues are identified and addressed. Assignments will focus on a combination of system setup, accounting and user experience. • Participate in other department projects as required

Required Qualifications

<p>Education</p> <ul style="list-style-type: none"> • University undergraduate degree, preferably in accounting or information systems or equivalent education and experience.
<p>Experience</p> <ul style="list-style-type: none"> • Experience working in an accounting environment • Working knowledge of auditing practices and procedures is an asset

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- Proficient in Microsoft Office, especially Excel
- Experience in a customer service environment is required

Knowledge/Skills/Abilities

- Knowledge of a financial ERP system, accounting principles and strong internal controls is required
- Conceptual thinker who is able to research, investigate and analyze current and potential changes to business processes
- Superior interpersonal, communication and listening skills
- Strong analytical, technical and problem solving skills
- Exceptional attention to detail
- Time management skills
- High degree of discretion, judgement, sensitivity, tact and diplomacy
- Works independently with a strong work ethic
- Recognized as a team player who interacts respectfully and builds consensus

Nature and Scope

- **Contacts:** Superb communication and strong interpersonal skills are required to address and resolve issues as they arise. This position internally communicates with individuals of varying financial backgrounds identifying opportunities for efficiencies and innovative ways to manage business processes. The Financial Systems Analyst must promote consistent, efficient and effective processing of requests and enquiries.
- **Level of Responsibility:** The Financial Systems Analyst is responsible for processing imports from various other systems while meeting the service needs of both Finance and University community client groups, contributing to cross-functional projects, and recommending changes to processes. They must be able to identify system issues and have the ability to respond to multiple and competing priorities.
- **Decision-Making Authority:** The Financial Systems Analyst is expected to be self-directed in responding to client requests and must be able to work independently. They must exercise judgment in determining when issues need to be elevated to the Associate Director, Audit and Communications and/or other colleagues in the Financial Systems area. Any changes from established procedures and practices must be referred to the Associate Director, Audit and Communications for approval or to determine the appropriate level of approval required.
- **Physical and Sensory Demands:** Minimal physical demands typical of a position operating within an office environment. Attention to detail is required. Individual 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 a busy office environment. Individual must be able to manage concurrent assignments and prioritize workload in order to meet deadlines. There may be periods of irregular/high volumes, e.g. year-end and term registration. 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 complexities of the university business activities, disagreements and contentious issues and situation may arise from time to time due to differing interpretations of policies and procedures.