

Job Description

Job Title:	Financial Systems Specialist & Accountant
Department:	Waterloo Undergraduate Student Association (WUSA)
Reports To:	Financial Officer
Jobs Reporting:	Accounting Assistant – Accounts Payable and Receivable, Receptionist/Accounting Assistant
Salary Grade:	USG 9
Effective Date:	October 2019

Primary Purpose

The Financial Systems Specialist will be responsible for maintaining and enhancing finance-related systems for the Waterloo Undergraduate Student Association. The role is expected to leverage the Microsoft Dynamics LS NAV platform and other modern and robust tools/software to enhance finance-related business process and improve reporting to enhance decision making for the organization. The role also oversees the accounting clerks processing day-to-day accounting activities of the Waterloo Undergraduate Student Association general fund. The fund consists of \$10M+ in annual student-fee and commercial revenues and the associated expenses including payroll and raw material COGS/inventories.

Key Accountabilities

Support, maintain and enhance WUSA's financial and finance-related systems

- Maintain system configuration (e.g. general ledger, store safes. reports, tax groups, vendors, customer, item setup) in accordance with established practices to support the overall operations of WUSA
- Maintain workflows so that the appropriate users approve transactions and that processes are completed in a timely manner
- Execute complex analysis, identify root cause of problems, contribute to development of solutions and recommend system and/or process improvements to maximize system potential
- Research, evaluate, document and recommend system and business practice improvements including the digitization of all records and processes
- Document and maintain system procedures and workflows
- Identify test scenarios, develop and continually improve test scripts, and execute testing to validate the development and configuration of financial systems relative to design specifications and business requirements to ensure that system projects/initiatives meet the needs of all stakeholders, including recommending best business practices and adopting strong internal controls
- Participate in the assessment of upgrades, updates, and impact of new modules to current integrations and interfaces, including gap and best-fit analysis
- Provide training to users as required

Oversight of all accounting activity in the general operating fund

- Manage processes to ensure the efficient, accurate and timely recording and reporting of all WUSA revenues and expenses

Job Description



- Collaborate with business units to assist in establishing appropriate controls, policies and procedures relating to the General Fund
- Responsible for period end actives such as reconciliation, inventory adjustments and bank entries
- Prepares necessary documents and reporting for annual audit of general operating fund
- Ensures HST is being assessed appropriately and prepares and reconciles HST remittance

Ensure accurate and efficient processing of the purchase and receipt of goods and services, providing a key role in supporting multiple departments for WUSA

- Create and maintain inventory processes and systems to ensure strong controls and enable accurate and timely reporting
- Assist with the development, implementation and monitoring of inventory controls, policies and procedures
- Analyze inventory movements and levels, providing recommendations for better cost controls and management of inventory
- Investigate inventory discrepancies and recommend adjustments to senior management

Supervision of accounting staff

- Hiring, supervision, evaluation of two full- time accounting personnel
- Holds employees accountable for performance through informal methods such as regular feedback and coaching, as well as the formal performance appraisal process
- Ensure appropriate staffing levels, including back-up and cross-training support to balance workloads and meet targets
- Manage processes to ensure the efficient, accurate and timely recording and reporting of all the General Fund revenues and expenses

Support financial and management reporting processes of WUSA

- Analyze reporting requirements and document report specifications with stakeholders
- Develop, test, and implement reports to support operational processes, including trend analysis and analysis of data that advances business process improvements
- Build an understanding of system functionality and capabilities to proactively identify opportunities to improve reporting
- Participate in other department projects/assignments as required

**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

- Completion of post-secondary education in field of finance/business/accounting
- CPA designation

Experience

- 5 years of accounting experience with managing staff and increasing levels of complexity and responsibility
- 3+ years in building/maintaining ERP systems, preferably LS NAV

Job Description



- 3 years' progressive experiences with financial system applications and functional technology projects
- Experience in a not-for-profit environment is preferred
- Previous experience working with students within a dynamic environment is preferred

Knowledge/Skills/Abilities

- Understanding of generally accepted accounting principles and their application for not-for-profits
- Exceptional understanding of financial controls and processes
- Ability to multi-task and prioritize with exceptional attention to detail
- Effective planning and organizational skills with the ability to adapt to change and perform effectively under pressure
- A continuous improvement mind set and an exceptional customer service focus
- Demonstrated leadership and mentoring skills
- Excellent interpersonal and written/oral communication skills
- Works independently with a strong work ethic and demonstrated ability to work in cross functional teams with the ability to elicit requirements from stakeholders
- Exceptional computer skills including advanced MS Excel (i.e. functions and formulas such as macros, pivot tables, etc.) and proficiency with MS Word and MS PowerPoint

Nature and Scope

- **Contacts:** Internally, communicate with employees in all groups and departments throughout the Feds and at all levels to gather ideas, envision, articulate, update and inform on projects for which the incumbent is the lead or is otherwise accountable. Externally, communicates with other campus departments to collaborate on shared, or similar, development efforts. Works closely with ERP software partner to help resolve issues and co-ordinate projects.
- **Level of Responsibility:** The position is responsible and accountable for the overall functionality and maintenance of all developed & integrated applications. This position is responsible for managing the General Fund accounting cycle. This position has the authority to suggest and implement changes to financial and business activities within his/her areas of responsibilities, based on best practices and to ensure compliance with WUSA policies, procedures or legislation
- **Decision-Making Authority:** The incumbent is responsible for advancing, building, maintaining and providing development solutions in consultation with the Financial Officer and IT Manager. This position has the authority to suggest and implement changes to financial and business activities, within his/her areas of responsibilities, based on best practices and to ensure compliance with Federation policies, procedures or legislation. Ability to make adjustments to general fund to a maximum of \$20,000 and ensure that revenue and expense allocations are correct. Works with Financial Officer to ensure appropriate internal controls are in place for WUSA.
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of an office position. Some distractions with staff, student and Executive questions. A high level of attention to detail is required.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with those responsibilities. The role may be required to work outside normal business hours during certain times of the year to support the organization's needs to accommodate for system failures, upgrades and maintenance.