

## Job Description

---

<b>Job Title:</b>	Financial Analyst
<b>Department:</b>	Waterloo Undergraduate Student Association
<b>Reports To:</b>	Financial Officer
<b>Jobs Reporting:</b>	Accounting Specialist – Accounts Payable & Accounts Receivable (2)
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	February 2023

---

### **Primary Purpose**

Waterloo Undergraduate Student Association, a non-profit corporation is comprised of over nineteen different funds/companies that vary in size, activity, and financial complexity. The Financial Analyst is accountable to provide financial management, accounting and advisory services to the funds and companies assigned to them. From various student services such as a million-dollar orientation effort, numerous commercial operations in food/beverage & retail, capital programs, reserve funds, Societies, e-commerce, rental programs to multi-million-dollar insurance plans, the role is responsible to provide accounting services to a variety of operations and should be ready and well skilled for any business scenario.

Reporting to the Financial Officer, the Financial Analyst will ensure accounting activity is captured on time and accurately. The role ensures compliance with GAAP, contracts and agreements, WUSA & University of Waterloo financial policies, procedures, and various tax laws and regulations (nonprofit, retail sales tax etc..). The role is responsible to oversee the full cycle accounting for the funds assigned, and ready to prepare all companies for annual audit.

### **Key Accountabilities**

**Provide accurate, timely and compliant financial accounting & management services and advisory:**

- Administer major financial processes to ensure the efficient, accurate and timely recording and reporting of all revenues and expenses related to the funds assigned.
- Ensure accounting processes are providing accurate and well-timed reporting.
- Collaborate with fund administrators to assist in establishing appropriate controls, policies, and procedures to strengthen financial integrity.
- Design and conduct periodic internal review of financial activities, including petty cash and safe audits
- Responsible for the timely delivery of various period end actives such as reconciliation, remittances, and filings
- Working closely with the Financial Officer, coordinate and organize annual audit requirements and submissions
- Responsible to make necessary journal entries as directed by senior management.

**Management and tracking of various revenue and payments:**

- Manage termly student fee revenue allocation tracking, recording, and associated inter-company transfers
- Monitor bank balances and transfer between accounts as required

## Job Description



<ul style="list-style-type: none"><li>• Responsible for all EFT vendor payments</li></ul>
<b>Oversight and reconciliation of all balance sheet accounts:</b> <ul style="list-style-type: none"><li>• Ensure financial balance sheet accounts and bank reconciliations are accurate, timely and GAAP-compliant, researching/resolving any issues identified</li><li>• Reconcile general ledger and sub ledger accounts to source data and systems to ensure all transactions have been accurately recorded</li><li>• Prepare monthly reports to support analysis and reconciliation of complex accounts on a timely basis</li><li>• Identify and report upon control/process deficiencies, suggesting appropriate methods to correct</li><li>• Initiate journal entries to correct noted inaccuracies</li><li>• Prepare all reconciliations and supporting documents for audit requirements in a timely manner</li></ul>
<b>Aged accounts payable and receivable:</b> <ul style="list-style-type: none"><li>• Oversee aged accounts payable report to ensure that liabilities are properly recorded and reconciled</li><li>• Generate monthly reporting on overdue receivables and following up in a timely manner</li><li>• Reconcile vendor and customer statements against financial system records</li><li>• Contribute to organizational policies and procedures that ensure timely and accurate payments</li></ul>
<b>Collaboration and People Management:</b> <ul style="list-style-type: none"><li>• Oversee the day-to-day activity and assignments of the assigned staff member(s)</li><li>• Manage the hiring, development and performance of staff and provide strategic direction to the team member(s)</li><li>• Promote opportunities for training and professional development, through goal setting and support</li><li>• Hold employees accountable for performance through informal methods, such as regular feedback and coaching, as well as the formal performance appraisal process</li></ul>
<b>Professional Development</b> <ul style="list-style-type: none"><li>• Maintain a current awareness of developments in accounting, best business practices, as well as government and University policies and procedures, to apply sound professional judgement and recommend improvements.</li><li>• Participates in WUSA and campus committees or special events as opportunities present.</li></ul>

*\*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**

<b>Education</b> <ul style="list-style-type: none"><li>• Bachelor's degree in commerce, economics, accounting required</li><li>• Chartered Professional Accountant (CPA) designation (Canada) is preferred</li></ul>
<b>Experience</b>

## Job Description



- Minimum 5 years' progressive experience in an accounting/finance related role managing diverse and complex operating portfolio preferably in institutional, educational, or healthcare setting
- Minimum of 2 years of supervisory experience
- Not for profit experience and/or post-secondary experience an asset

### **Knowledge/Skills/Abilities**

- Experience within an enterprise-wide computerized accounting environment.
- Strong knowledge of Generally Accepted Accounting Principles.
- Using and maintaining complex ERP systems.
- Superior skills in Microsoft Excel.
- Demonstrated experience managing staff and supporting wide range of users and clients.
- Ability to work independently with exceptional attention to detail and strong work ethic.
- Individual must be able to manage concurrent assignments and prioritize workload to meet deadlines.
- Excellent interpersonal and communication skills.
- Ability to exercise prudent judgement, make decisions, and maintain high level of confidentiality.
- Sound knowledge in controlling/monitoring expenditures and revenue.
- Proven financial management, analytical, and problem-solving skills.
- Strong organizations skills.
- Knowledge of Not-for-profit corporate tax/accounting laws would be an asset.

### **Nature and Scope**

- **Contacts:** Interacting with various staff and end staff users of the funds assigned. Working with various on and off campus partners/vendors.
- **Level of Responsibility:** Oversee workload of one staff member. This position is responsible for all recording of fee revenue, student plan payments, bank balance monitoring and payments, and aged A/P and A/R, and other duties as assigned. 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:** Approval of various journal entries, and transactions according to WUSA policy, bylaws and procedures.
- **Physical and Sensory Demands:** Strong attention to detail. Maintaining multiple priorities and deadlines.
- **Working Environment:** Office based job. Requires majority of workday on a computing device.