POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE:	FINANCIAL ANALYST	
DEPARTMENT:	FINANCIAL SERVICES	
POSITION NUMBER:	00500942	
GRADE:	6	EFFECTIVE DATE: June 12, 2013

JOB SUMMARY:

Reporting to the Associate Director, Financial Reporting, the incumbent will perform various accounting and financial administration duties such as account reconciliations and monitoring, provide analysis and support to management in the preparation of the annual financial statements and other external reporting requirements, and provide financial assistance to both internal and external customers of Financial Services.

The position requires a motivated and service-oriented individual with the ability to work accurately, effectively and independently in a highly stressed environment with a high volume of activity in order to meet deadlines. The incumbent must be able to solve problems, suggest solutions, and be accepting of continual change management. To be successful in this role, the incumbent must be able to adapt to new systems as well as be able to adapt existing systems to changing requirements. Excellent communication skills & computer skills are a necessity.

KEY RESPONSIBILITIES:

Duties could include, but not be limited in the following:

- Working with Financial Services management, assist with preparation of annual filings including annual financial statements, CAUBO and COFO reporting requirements and Canadian and US tax filings
- Supporting year-end procedures by producing working papers, analyses and reports for the external auditors
- Preparing account reconciliations & analyses, journal entries, ad-hoc reports as required by management, monthly reconciliations for various student fees accounts and provide variance analysis reports
- Acting as a financial liaison with other university departments
- Monitoring long-term debt obligations & ensuring timely payments of interest are remitted
- Assisting in Capital reporting and analysis
- Performing other varied financial & accounting duties as required.

REQUIRED QUALIFICATIONS:

- Three year post-secondary diploma in Business Administration with a minimum of five years of related experience in similar work environment.
- Enrolment in professional accounting program considered an asset.
- Consideration will be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Strong analytical, interpretive and problem-solving skills.
- Demonstrated organization skills to effectively cope with multiple competing demands, priorities, and deadlines.
- Strong computer skills including spreadsheet analysis (MS Excel), database software (Bi-Query), and a working knowledge of other computer programs applicable to the position. Ability to adapt to emerging technologies is a must.
- Excellent communication (verbal & written) and interpersonal skills are required. Ability to respond to situations diplomatically, using effective judgment.
- Ability to work both independently and as part of a team, and possess a customer focused attitude.
- Self-motivated with an ability to take initiative and responsibility for projects from beginning to completion.

DECISION MAKING:

- Based on accounting knowledge, determine how accounting problems and errors should be corrected.
- Based on information & direction of department, interpret and implement policies or analyze procedures and recommend changes or amendments as required.
- Independent decisions as part of his/her daily duties. Resolve account and administrative problems as they arise, referring more complex problems to more senior staff.
- Prioritize work and time to meet deadlines.
- Determine methodology in data evaluation and compilation of reports.

SIGNATURES:

Date

_____ _____

Incumbent

_____ _____

Manager

_____ _____

Department Head/Director or Designate