



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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BUDGET & FINANCIAL ANALYST (I)

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|--------------------|---|---------------------|
| Job ID | 24024-8559 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=24024-8559 | |
| Company | McMaster University | |
| Location | Hamilton, ON | |
| Date Posted | From: 2019-01-18 | To: 2050-01-01 |
| Job | Type: Full-time | Category: Education |

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. Unit Project/Description: Student Affairs is seeking a self-motivated and enthusiastic individual to join our Finance team. The Budget and Financial Analyst will assist in the development of the Student Affairs operating budget; \$30 Million consolidated budget. The incumbent will also monitor the financial position and coordinate budget variance analysis with each individual unit as well as prepare consolidated reports for review by the Manager Finance and Administration. Furthermore, this position will be reconciling various GL accounts, processing various disbursements, reviewing transaction detail and providing support to the Financial Coordinator. The position requires keen attention to detail in a fast paced, complex environment. Job Summary: Responsible for the coordination, consolidation, and preparation of financial information and related analyses in order to forecast financials and develop program budgets that maximize fiscal resources. Provides training and guidance to others as it pertains to departmental financial processes and procedures. Provides lead hand supervision to other staff. Purpose and Key Functions: Analyze financial information to aid in the development and implementation of short-term and long-term financial planning. Develop multi-year budgets for review and approval. Project revenues and prepare detailed calculations of projected compensation costs and other expenditures. Prepare budget appropriation adjustments required after the approval of the original budget. Prepare working papers and consolidate information in accordance with financial auditor requirements. Develop estimates of time, resources, and budgets for various program activities and events. Plan and coordinate timetables and budget processes for budget review with various departments. Meet with departments to review resource plans in order to prepare financial projections. Coordinate and schedule data flow and financial information required for the preparation and development of detailed financial statements. Scrutinize, analyze, and reconcile detailed financial reports and records. Monitor and investigate error and exception reports. Analyze business processes to ensure efficiency and proper controls for accurate financial reporting and the safeguarding of assets. Recommend changes to improve processes. Act as a resource to staff, departments, and external agencies, and respond to inquiries, questions and concerns pertaining to financial issues. Provide advice on the restructuring of accounts for proper

management control and streamlined reporting. Coordinate the collection, verification, analysis and reporting of financial data. Interpret and communicate applicable financial policies, procedures and guidelines to others. Assist with internal and external audits by preparing audit files and responding to auditor inquiries. Develop and deliver training and information sessions. Analyze data and assess for reasonableness. Develop budgets for review and approval. Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year. Exercise appropriate controls, monitor, and reconcile accounts. Write a variety of document and reports such as procedure manuals, accounting reports, and financial statements. Perform various analyses and reconciliations of accounts. Generate reports and account statements and review for accuracy. Provide training and guidance to others on relevant accounting procedures and the use of financial systems. Generate reports and account statements and review for accuracy. Calculate, prepare and issue invoices, cheques, account statements and other financial statements according to established procedures. Receive, send, sort, verify, process and prepare various documents such as purchase orders, invoices, cheque requisitions, receivables, and payables. Process, verify, and balance financial records and business transactions, such as accounts payable, accounts receivable, and payroll. Investigate discrepancies using established procedures. Monitor and reconcile statements and participate in the reconciliation of accounts. Prepare and generate a variety of scheduled and ad hoc reports. Update, maintain, and verify information in a variety of spreadsheets and databases. Balance and control cash receipts, including floats, petty cash and cheques. Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations. Create spreadsheets including complex formulas and equations. Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures. Maintain filing systems, both electronic and hard copy.

Supervision: Provide lead hand supervision and is responsible for the quality and quantity of work of others. **Requirements:** Bachelor's degree in Finance, Accounting, Economics, or relevant field of study. Requires 4 years of relevant experience. **Assets:** Working towards an accounting designation Strong working knowledge of budgeting and accounting practices Experience in using PeopleSoft - Finance (expense and travel, p-cards, vouchers, and JE) Experience in using Hyperion Advanced computer skills - Microsoft Office Suite in particular Excel data manipulation Knowledge and understanding of applicable University policies and procedures

Additional Information: The incumbent must have exceptional organizational and communication skills. Strong analytical, quantitative and problem solving skills are key as well as attention to detail and accuracy. The ability to manage a number of tasks simultaneously, which have competing deadlines, with accuracy and attention to detail is an essential skill. We desire a strong team player with the confidence and ability to work independently as required. JD0656

For more information, visit McMaster University for BUDGET & FINANCIAL ANALYST (I)