



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.Link's 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.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

BUDGET & FINANCIAL ANALYST (I)

Job ID	27585-2357	
Web Address	https://careers.indigenous.link/viewjob?jobname=27585-2357	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-07-18	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD # JD00656

Pay Grade: 8

Title: Budget and Financial Analyst (I)

Unit/Project Description: The Central Finance Department in the Faculty of Health Sciences is seeking a motivated individual to perform various tasks related to analysis and budgeting. This role will be a key contributor to the annual budget preparation and submission process.

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: Position Requirements:

- Advanced skills in variance analysis, forecasting, and modeling using Excel and Access.

Previous experience with Peoplesoft and Hyperion would be an asset.

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