



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

FINANCIAL ANALYST -TRUST FUNDS

Job ID	53778-4479	
Web Address	https://careers.indigenous.link/viewjob?jobname=53778-4479	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2023-03-30	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

As a valuable member of the finance team, the individual ensures the accuracy of the accounting, administration and reporting of trust and endowment funds for the University. A collaborative role, the Financial Analyst works closely with a number of areas including university advancement, student awards, faculty departments and treasury. The individual has strong analytical and problem solving skills and excellent interpersonal skills. Reports to the Senior Manager, Project Reporting.

Job Summary Responsible for managing the financial activities of the University's trust and endowment funds including approving transactions, developing budgets and reconciling and reporting month and year end financials. Ensures financial activities are performed effectively and all relevant policies and procedures, contracts and legislations are adhered to. Provides consultation and advice to cross functional areas across the University.

Purpose and Key Functions:

- Analyze financial information to aid in the development and implementation of short-term and long-term financial planning.
- Interpret and communicate applicable financial policies, procedures and guidelines to trust fund administrators, university advancement and other departmental personnel.
- Develop strategies for improving the efficiency and effectiveness of trust fund procedures and processes.
- Ensure trust fund administration, gift agreements, financial transactions, and financial reports comply with current University policies and procedures, Canadian accounting standards and trust law.
- Develop multi-year budgets for review and approval.
- Provide financial policy, procedure, and guideline information to various stakeholders to ensure processes are in accordance with University policies and trust law.
- Develop financial policies and procedures.
- Review trust accounts with trust fund administrators, departmental and university advancement personnel.
- Provide recommendations on how to approach specific issues that need to be resolved.
- Develop and deliver training and information sessions.
- Facilitate and participate in working groups to streamline and improve trust fund internal controls and respond to audit recommendations.
- Scrutinize, analyze and reconcile detailed financial reports, trust funds and gifts agreements for

compliance with policies and guidelines.

- Notify trust fund administrators of deficits and inactive accounts and work with them to clear deficits.
- Support internal and external audits by preparing audit working papers, liaising with other departments and responding to auditor inquiries.
- Monitor the financial status of trust fund projects.
- Identify and resolve financial issues with trust fund projects.
- Identify and work with various internal stakeholders to resolve system issues and develop reports.
- Maintain and enhance a variety of spreadsheets including complex formulas and equations.
- Develop customized complex spreadsheets for ad-hoc reports, queries, and financial analysis.
- Prepare and co-ordinate with cross functional areas on the annual projects.
- Prepare year end close for trust funds, including calculation and posting of realized and unrealized gains and losses to individual trust funds
- Maintain the confidentiality of donor funding and gift agreement information.
- Maintain filing systems, electronic and hard copy for university's trust funds.
- Remain current with changes to accounting policies and inform others of the change in policies and processes.
- Attend and participate at committees and departmental meetings.

Supervision:

- Provides functional guidance to others on an ongoing basis.
- Provide orientation and train others on policies and procedures.

Requirements:

- Bachelor's degree in Accounting, Business, Finance or related field.
- Possess or is working towards a professional accounting designation.
- Requires a minimum of 3 years of relevant experience.

For more information, visit McMaster University for FINANCIAL ANALYST -TRUST FUNDS