

## **Requirements**

Reporting to the Manager of Financial Services, the Interim Financial Analyst is responsible for performing duties pertaining to financial reporting, fixed asset accounting, planning and budgeting with particular emphasis on trust fund and operational reporting.

## **Responsibilities**

- Responsible for ongoing management and reporting of the Trust fund, restricted donated funds and operating reserves including:
  - Allocates and records investment earnings and expenses.
  - Market value adjustment calculations and reporting.
  - Scholarship fund balance reporting and reconciliation including Development Office support for donor requests.
  - Processes scholarship payments.
  - Inter-fund transfers.
  - Donation and fundraising reporting including capital campaign and project cost reporting.
  - Account reconciliations and year-end working papers for auditors.
- Responsible for preparing and monitoring annual campus budgets, completing the fall budget update, and for periodic forecasts including:
  - Working with the Director of Finance to establish the annual Budget preparation process and then managing that process.
  - Compiling and maintaining working papers and assumptions used to develop the Budgets.
  - Providing information and assistance to department managers as required both during the preparation process and throughout the year to monitor approved Budgets.
  - Identifying budget issues throughout the year and recommending or initiating corrective actions.
  - Producing variance reporting and analysis as required including during the year-end audit.
- Responsible for preparing timely monthly financial statements for each campus by:
  - Working with the Director of Finance to establish reporting requirements and then managing the process necessary to produce financial statements.

- Ensuring the general ledger and chart of accounts is structured to allow for the required recording and tracking of financial information needed to support financial and management reporting requirements.
- Ensuring monthly close schedules are completed as required.
- Reviewing or preparing and posting the necessary month-end journal entries
- Preparing appropriate supporting schedules and maintaining working papers.
- Responsible for the lead role in the year-end audit by:
  - Preparing and collecting lead sheets and documentation for all balance sheet accounts.
  - Reconciling all accounts.
  - Preparing High School, University, Trust Fund and Consolidated financial statements.
  - Reconciling restricted fund balance accounts.
  - Reconciling government grant.
  - Preparing notes to the financial statements.
  - Account reconciliations and reasonableness tests.
- Responsible for accounting of High School Donations:
  - Records donations in proper accounts.
  - Reconciles records in Donor Perfect with donations recorded in Financial Edge.
  - Allocates restricted donations for intended purpose.
- Responsible for cost reporting on major projects including:
  - Reporting to various stakeholders on the High School construction project.
  - Reconciling the bank account used for the High School construction project.
  - Tracking and reporting on costs for the University renovation project.
- Reporting to external organizations by preparing:
  - Statistics Canada reporting.
  - Responses to requests for data from the U of R, Ministries, etc.
- Fixed asset inventory management:
  - Manage procurement process/contracts as required including project close-out and if necessary year-end accruals.
  - Maintain fixed asset inventory including:
    - depreciation of assets,
    - write-off and disposal of assets,
    - capitalization of assets upon project completion.
  - Maintain facility condition reports and capital budget for replacement and repairs.
  - Account reconciliations and reasonableness tests for year-end audit.
- Responsible for preparing journal entries to distribute expenses and to record adjustments as needed following account reconciliations.

- Assumes some of the responsibilities of the Manger of Financial Services and others in the Financial and Residence Services Office during peak periods in the academic year, when individuals are away or as required from time to time. This will include activities such as processing accounts payable, taking student payments, preparing invoices and answering telephones.
- Other related responsibilities as required.

## **Qualifications**

- Under-graduate degree in a related area or be a graduate from a recognized technical school (such as Saskatchewan Polytechnic) and have a minimum of 3 years of related experience. It would be an asset to be working toward a recognized accounting designation.
- An in-depth knowledge of accounting procedures related to accounts payable and accounts receivable are required, as is the ability to work independently.
- Skill in the operation of a personal computer and current desktop software and experience working with an accounting program (such as Financial Edge) is required. Knowledge of the financial and student portions of Banner and CASPUR reports is an asset.
- The incumbent must have effective communication and writing skills, especially report writing and report formatting skills. They must have excellent inter-personal skills and be comfortable making presentations.

## **Decision Making**

The incumbent makes regular decisions concerning the accurate recording of deposits and payments. Funds are received for both campuses and for a variety of purposes such as research funds, scholarships, general and restricted donations, capital campaign donations, etc. Invoice and other payments are made on behalf of both campuses' operating budgets, for capital projects, research grants, faculty professional allowances, student scholarship payments, etc. Accurate recording and proper explanations of transactions are very important and require above average judgment and decision-making. Inaccurate reporting of information can have serious consequences for budget and project management, faculty relationships with research funding agencies, reporting to government agencies (GST, CAUBO, Annual Charities Information Return, Statistics Canada) and relationships with donors.

## **Confidentiality**

The incumbent routinely works with confidential information. This can range from transactions which are considered to be business sensitive, student loan information, and personal

information of staff, faculty and students. This information must be kept strictly confidential and the incumbent must comply with all requirements of *The Freedom of Information and Protection of Privacy Act*.

### **Supervision**

The incumbent does not normally supervise staff.

### **Contacts**

The incumbent is routinely in contact with administrative staff at the University and High School. There may also be external contacts with suppliers, catering clients, members of the Board of Regents, University representatives, government agencies, donors and the general public.

### **Environment**

The work is performed in an office environment and requires attention to associated safety procedures and practices. Irregular or extended hours may be required from time to time.

### **Term**

This position is a full-time one year term.

Interested candidates are asked to submit a cover letter, resume, and list of references in a single PDF document to [humanresources@luthercollege.edu](mailto:humanresources@luthercollege.edu) by Thursday, October 15, 2015.

**Only those candidates selected for an interview will be contacted.**