

Position Title: Accounting Analyst
Department: Finance and Accounting
Reports to: Director, Finance and Accounting
Level: SJU 5
Salary Range: \$49,489 - \$61,862
Date Created/Modified: July 2018

General Accountability

The Accounting Analyst is responsible for accounting transactions with respect to cash and accounts receivable, accounts payable, and inter-departmental transactions as needed. The position also provides additional accounting support to the Senior Accounting Analyst, and other members of the Finance & Accounting team, as requested.

Nature and Scope

St. Jerome's University provides a culture and environment for employees that endeavors to promote the mission of the University. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

The Finance and Accounting Department is responsible for the processing, reporting and management of all financial transactions and controls as it relates to both the operating and capital expenditures of the University. Given the central nature of the Finance and Accounting department, it is imperative this department work in collaboration and cooperation with other departments and the Senior Administration to build and execute oversight mechanisms for the finances of the University to make certain that consistent and compliant accounting practices are active.

All members of the Finance and Accounting Department are responsible for contributing to the effective operations of the Finance and Accounting department, through cross training, to provide coordinated service and process continuity. The Accounting Analyst participates in major projects such as year-end activities and special projects, as assigned including annual auditing, risk management, and departmental strategic planning.

Under the supervision of the Director of Finance and Accounting, the Accounting Analyst applies sector specific accounting principles, along with knowledge of payroll and tax laws to ensure proper execution of payroll and other transactions.

Specific Accountabilities

- Prepares, verifies, and posts transactions in support of the accurate and timely execution of the Accounts Payable processes
- Processes invoices by utilizing and refining accounting and approval systems including managing Purchase Orders and documentation related to work in progress
- Prepares invoices and monitors accounts receivable which includes conducting follow ups on outstanding receivable items
- Collaborates with internal and external departments to provide the framework and support for their invoicing processes
- Processes cash collections and prepares all bank deposits and monthly reconciliations
- Processes the journal entries for services rendered by one department to another by entering transactions from source documents
- Process transactions related to prepaid expenses and inventory as required
- Provides support in the yearly budgeting process to ensure accuracy of financial information

- Prepares term-end reconciliation reports across all accounting processes and creates ad-hoc reports to support department analytics and reporting requirements
- Participates in departmental and cross organizational improvement projects
- Maintains departmental records and archives
- Assist with year-end audit preparation and analysis
- Assist with other various tasks within the Finance & Accounting Department as assigned

Working Conditions

- Works University's core hours
- Regular office environment including utilization of various mediums of communication including digital and print materials, telephone and email
- May work other than traditional work day including evening and weekends
- Active involvement in committees and teams as required to accomplish departmental and institutional objectives

Qualifications Required

- Post-secondary education in a business-related field with 1 to 3 years of related experience in an accounting role
- Good working knowledge of income tax, sales tax and applicable accounting standards
- Demonstrated experience working with ADP or other Payroll/HR system would be an asset
- Advanced technical skills including Microsoft Excel and/or other databases
- Experience in developing reports to utilize data in meaningful ways for various end-users
- Ability to manage multiple priorities and processes to meet deadlines and achieve objectives
- Adherence to confidentiality of information and demonstrates honesty, and integrity of the highest quality
- Demonstrate personal initiative, sound judgment, strong interpersonal and organizational, and communication skills
- Strong analytical skills with a commitment to accuracy and attention to detail
- Demonstrate commitment to team and organizational strategies

Department Head Approval

Date

HR Approval

Date