

Position Title: Senior Accounting Analyst
Department: Finance and Accounting
Reports to: Director, Finance and Accounting
Level: SJU 6
Salary Range: \$54,438 - \$68,048
Date Created/Modified: July 2018

General Accountability

The Senior Accounting Analyst maintains key accounting and reporting systems to ensure strong internal controls and compliance, and is responsible for accounting transactions with respect to payroll, capital assets, professional development/faculty funds and scholarships. The position also provides additional finance support to the Director, Finance & Accounting, 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 Senior 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 Senior 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

- Manages a high volume of invoices and employee expense documentation for multiple divisions of the organization
- Collaborates with internal and external departments to provide the framework and support for their and purchasing processes
- Supports responsible departments to correctly identify and classify fixed assets and then process all fixed asset transactions as per applicable accounting standards
- Prepares, submits, verifies, and posts all payroll related transactions for each payroll, including fulltime permanent, contract, and casual employees in accordance with payroll standards and legislative regulations
- Collaborates with the Human Resources departments at St. Jerome's University and the University of Waterloo to provide coordinated benefits services to employees. This includes coordinating the flow of information (inputs and outputs) from multiple sources, and maintaining accurate records to provide timely information in response to payroll inquiries from employees and Human Resources

- Provides support in the yearly budgeting process to ensure accuracy of financial information and develops and maintains the annual and multi-year salary and benefits projections
- Receives incoming PD/Faculty Funds and Scholarship documentation and other deferred revenues, and processes transactions according to applicable regulations and performs monthly reconciliation reports
- Processes donation and other deferred contributions according to applicable regulations and performs monthly reconciliation reporting
- Coordinates the transfer of grant, tuition and residence funds from the University of Waterloo
- Works directly with the Director, Finance and Accounting to process investment related transactions
- Participates in the year end reporting and auditing process, managing and readying support documentation and information to ensure preparation for external auditors
- Provides support in the yearly budgeting process to ensure accuracy of financial information and assist with the development of yearly projections
- 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 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 3 to 5 years of related experience in a finance and/or accounting role
- Good working knowledge of payroll related rules and regulations, income tax, sales tax and applicable accounting principles and 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
- Demonstrated commitment to team and organizational strategies

Department Head Approval

Date

HR Approval

Date