

IDENTIFICATION

Department	Position Title	
Aurora College	Accounting, Budgeting, and Financial Analyst	
Position Number	Community	Division/Region
91-13658	Fort Smith	Corporate Services & Administration

PURPOSE OF THE POSITION

The Accounting, Budgeting, and Financial Analyst (“ABF Analyst”) is responsible for financial accounting analysis and reporting on Aurora College corporate matters. This position supports the budget administration process, prepares/updates College forecasts, and creates various reports, according to established College policies and procedures and third-party reporting requirements. This position also performs analysis of accounting, financial and budgetary data, including reconciliation and variance analysis, and ensures that necessary documentation is maintained. The ABF Analyst monitors and reports on budgets/actuals to third parties as outlined in their contribution agreements.

SCOPE

The Accounting, Budgeting and Financial Analyst position is located in Fort Smith and reports to the Manager, Accounting, Budgeting, and Inventory. Aurora College is composed of three campuses: Thebacha, Aurora and Yellowknife, 23 Community learning centers and the Aurora Research Institute. Aurora College operates from base funding provided by the GNWT and Third-Party Contribution agreements such as funding from Federal Governments, GNWT Departments, Mines, Indigenous Governments, and other organizations. The College has an Average of 140 contribution agreements and their individual budgets range between ten thousand to four million dollars.

The Accounting, Budgeting and Financial Analyst compiles data, reviews, monitors and reports on contributions to third party funders. The position carries a high level of responsibility as the performed budget analysis on base and third-party budgets is the basis for Aurora College's planning and decision making. The position reviews financial records and maintains a high degree of accuracy and confidentiality in managing and reporting on college staff salary data. The budgeting and reporting process involves many deadlines and the timely and accurate preparation of information is critical in meeting targeted deadlines. The position is also

responsible for responding to ad hoc financial information requests on behalf of the Director of Finance/CFO.

RESPONSIBILITIES

1. Creates budgets, reporting, and monitors financial performance.

- Creates, develops, and maintains complex spreadsheets and performs analysis of financial and budgetary data, including reconciliation and variance analysis and ensures necessary documentation is maintained.
- Analyzes data or information by identifying underlying principles, reasons, or facts of the information by breaking down the information or data into separate parts including an analysis of financial data, making revenue forecasts, analyzing financial information to project future revenues or expenses and analyze budget.
- Tracks, confirms, and verifies the sources of incoming funds and outgoing expenditures.
- Examines third party budget estimates for correctness, accuracy, and completeness. Informs applicable managers of the due dates for the submission of third-party documentations.
- Prepares and distributes third party Financial Statements. Monitors spending throughout the contract to ensure funds have been spent as specified; investigates budget shortfalls and overages; and sends findings to the Manager, Accounting, Budgeting, and Inventory.
- Consolidates accounting data for presentation and provides an overview of the financial status of the operations.
- Assists in projecting the future financial needs of the College, taking into consideration the various projects undertaken by the organization and helps in managing the financial resources.
- Reconciles spending reports and forecasts balances. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. Submits reports to the supervisor for further scrutiny and approval.
- Projects Aurora College's year end employee benefit liabilities (annual and lieu time) and post-employment liabilities (severance and ultimate removal).
- Participates in the development of corporate financial statements, examines, and audits financial documents and prepares various schedules for the Audited Financial Statements.

2. Supports accounting transactions and monitors financial controls.

- Verifies corporate credit card transactions.
- Prepares Journal Vouchers.
- Performs a monthly reconciliation of Aurora College asset, liability and equity accounts and raises exceptions to the Manager, Accounting Budgeting and Inventory.
- Reconciles Aurora College's deposits, chequing, and visa bank accounts on a monthly basis in order to ensure visa and banking transactions are accurately recorded.

3. Assists and supports others with financial transactions or expertise.

- Provides advice to managers/staff on financial plans, analyses, and decision making.

- Liaises with managers, staff, Office of the Auditor General staff, third party funders, ECE and other GNWT Departments' employees.
- Provides on-going assistance and advice to regional financial staff, managers, faculty, and other staff as required.
- Prepares updates and maintains the Accounting, Budgeting and Financial Analyst's Policy and Procedure manual.

4. Contributes to the effectiveness, safety, and reputation of the College.

- Complies with all institutional policies and applicable legislation.
- Provides input and pertinent information to others for new projects, initiatives, and future training plans as required. May undertake special projects, as assigned by the supervisor.
- May support, or provide input to, events and presentations that promote Aurora College's activities, programs, and offerings to others. Acts as an ambassador by promoting Aurora College's programs and image.
- Escalates safety concerns to supervisor.
- Fosters a supportive learning/working environment and assists other staff/faculty as needed.
- Attends team-building functions and regular department meetings, which may be face-to-face or virtual. At times, the incumbent may be asked to chair or take minutes at meetings.
- Participates in an appropriate share of institutional service assignments, such as participating in committees.
- Documents professional development plan and required training needs.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial and accounting systems, word processing, spreadsheets and databases.
- Knowledge of Generally Accepted Accounting Principles GAAP.
- Knowledge of financial planning, budget development, and financial/budget cycles is required.

- Skills in computer software applications (particularly spreadsheet, database, and statistical applications)
- Knowledge of cash flows and historical trend analysis.
- Ability to review, prepare, and monitor budgets, expenditures, and financial records.
- Skills in financial analysis, attention to detail, information processing, decision making, and time management
- Ability to comply with policies, procedures, regulations, and strict timelines.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A bachelor's degree in commerce (major in accounting) or completion of 4th level in a recognized professional accounting program, and three (3) years of finance or accounting work experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred