



## IDENTIFICATION

Department	Position Title	
Aurora College	Senior Financial Analyst	
Position Number	Community	Division/Region
91-17084	Fort Smith	Corporate Services & Administration

## PURPOSE OF THE POSITION

The Senior Financial Analyst (“Analyst”) coordinates, supports, and executes effective and efficient financial and accounting services for the Research division at Aurora College. The Analyst manages financial accountability and reporting for research projects undertaken by researchers and faculty at Aurora College (“College”). This position supports the budget administration process, including the development of the third-party budgets, the preparation and updating of college forecasts, the preparation of various reports and the budget-to-actual review process 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 Analyst monitors and reports on budgets and actuals to third parties as outlined in their contribution agreements.

## SCOPE

Based in Fort Smith, the Senior Financial Analyst reports to the Manager, Accounting Budgeting, and Inventory. The Analyst is also accountable to the Vice President, Research for research funding and financial processes associated with research projects.

The Analyst is responsible for the financial management and administration of externally funded research programs and administers all third-party funded research projects post award, 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 Analyst ensures institutional compliance with the financial and reporting requirements of all external research funding agencies. The Analyst is responsible for documentation of all research financial activities overseeing the financial administration, policy/internal control, accounting, contract administration, budgeting, and reporting/information decisions for the Research Division at Aurora College.

The Analyst works within the context of the College's vision and strategic plan and in accordance with the Financial Administration Act, the Financial Administration Manual, the Public Service Act, the amended Aurora College Act, the Post-Secondary Education Act, the NWT Scientist's Act, the Human Resources Manual, and Generally Accepted Accounting Principles (GAAP) implemented by the Public Service Accounting Board.

The total value of the financial transactions controlled by this position will vary from year to year depending on the current research funding. It includes third-party funding.

## **RESPONSIBILITIES**

### **1. Analyzes and reports budgetary and financial data.**

- 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.
- Consolidates accounting data for presentation and provides an overview of the financial status of the operations.
- Projects Aurora College's year end employee benefit liabilities (annual and lieu time) and post-employment liabilities (severance and ultimate removal).
- 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.
- Participates in the development of corporate financial statements, examines, and audits financial documents and prepares various schedules for the Audited Financial Statements. This includes compiling categorizing, calculating, tabulating, auditing, or verifying information or financial data.
- Based on third-party reporting requirements, 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.
- Reviews and uploads third-party budgets into the Multiview financial system.

**2. Prepares/processes accounting transactions and evaluates financial controls.**

- Performs complex reconciliation of accounts.
- Reconciles spending reports and forecasts balances.
- Uses relevant information and individual judgment to determine whether events or processes comply with laws, regulation, or standards.
- 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 monthly to ensure visa and banking transactions are accurately recorded. Verify corporate credit card transactions.
- Manages the financial aspects of third-party agreements.
- Oversees and administers research accounts connected to the Tri-Agencies and MITACS as well as other funding agencies.
- Receives third-party budget estimates from research programs and critically examines them for correctness, accuracy, and completeness.
- Informs managers of the due dates for the submission of third-party documentations.

**3. Communicates financial expertise to others.**

- Provides on-going assistance and advice to regional financial staff, and research program managers as required.
- Renders financial advice to senior leaders of different operations to undertake proper financial planning and decision making.
- Liaises with Senior Managers, Office of the Auditor General staff, program, and other college staff, third-party funders, ECE and other GNWT Departments employees.

**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, accounting, and administrative policies and procedures including knowledge of financial legislation and knowledge of Generally Accepted Accounting Principles (GAPP) and familiarity with CICA (PSAB) as well as the practical application of accounting policies and procedures.
- Knowledge and skills directly relating to accounts payable and accounts receivable, general accounting, data entry, bank reconciliation, proposals, third-party contracts, budget, and variance reporting, as well as period and year-end fiscal procedures.
- Knowledge of and/or the ability to acquire knowledge of the operation and organizational structure of post-secondary institutions.
- Skills in advanced computer competency with modular financial information systems, spreadsheet techniques, word processing, database management, internet search methods and email.
- Financial management skills and proven practices including budget, variance reporting, contracts, and planning.
- Organizational, planning, and problem-solving skills.
- Skills in team building, relationship management and client service.
- Ability to work independently and effectively with minimal supervision.
- Ability to integrate information from a diversity of sources, must have advanced problem-solving skills, must be able to use problem solving techniques and be engaged in continuous professional development.
- Ability to acquire and apply knowledge relating to determining when complex and varied financial transactions require further investigations and to ensure compliance with the Financial Administration Act (FAA), the amended Aurora College Act, GNWT regulations, and policies including the Financial Administration Manual (FAM) and federal legislation.
- Ability to effectively communicate orally and in writing with researchers, funding agencies, faculty, and staff to gain their compliance with required financial procedures and to minimize conflict.
- Ability to negotiate issues and successfully communicate financial concepts to finance and program staff.
- Ability to engage in financial, statistical, and analytical thinking.

- 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:**

An undergraduate degree and specific subject area coverage to be admitted to the new CPA Profession Education Program (CPA PEP), and three (3) years of relevant 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