A. **IDENTIFICATION**

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<th>Description</th>
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<td>Provides professional advice, consultation, and assistance to University faculty and staff regarding the financial implications of new ventures, administrative budget policies, procedures, and practices for funds, annual budget planning, and the development of budget projections, structure of funds, costing models and analysis of revenue, projections, and forecasting to provide financial and budget planning support.</td>
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<td>Reviews budget estimates and/or proposals dealing with Specific Purpose and Trust projects from throughout the University for completeness, accuracy, and conformity with established procedures, policies, and organizational objectives by employing cost-benefit analyses, checking assumptions, assessing trade-offs, exploring alternative funding methods, examining past and current budgets, researching economic and financial developments that may affect spending, and preparing financial summaries for senior administrative evaluation and allocation decision-making.</td>
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Calculates fiscal surpluses and deficits for all organizational units throughout the University by designing and executing reports against the General Ledger, analyzing results, investigating variances and preparing final reports to determine the University's year-to-date financial position. Assists in the preparation of the year end financial statements.

Prepare quarterly financial reports, ensuring the accuracy of reports and supporting materials prior to distribution, resolving problems and discrepancies, and approving data revisions to ensure accurate financial information is maintained.

Participates in the development of costing and forecasting models by examining variables, expenditures, revenues and investment income and analyzing results, liaising with information technology staff to design reports and download system data and consulting with University staff to assemble relevant information to assist in preparing and updating forecasts, examine expenditure patterns, project salary increases, early retirement, and severance payouts, etc.

Designs and maintains a wide variety of financial reports (e.g., year-to-date position; year-end forecast; income stabilization balance) by assessing business needs and determining the specifications and parameters of data requirements to monitor fund expenditures and provide information and analyses for business planning.

Designs and develops training sessions for University staff by preparing training materials and providing instruction to staff in the management and administration of the operating budget.

Provides guidance and mentorship to financial services staff by responding to questions, resolving problems, determining appropriate courses of action, supervising changes to the salary base, conducting analysis and checking calculations, preparing correspondence and reports, etc. to assist staff.

Completes internal and external surveys by determining information requirements, researching and extracting data from information systems and files, liaising with external survey representatives and University staff, examining past practice in the reporting of data, and determining how data should be reported to accurately represent the business of the University.

Participates in developing and revising policies and procedures, designing, implementing and testing budget system initiatives, and preparing communication documents by providing information and advice based on experience performing the responsibilities of the position, liaising with information technology staff, participating in standing and ad hoc committees within and outside the Financial Reporting group, preparing and drafting information, etc.

D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

Decides what database is relevant for a particular report or analysis and decides on the format of the report; makes training related decisions (who, content, when, frequency); makes decisions regarding when to take the initiative to proactively assist University staff with budget matters; makes decisions regarding what assumptions require reasonability testing and makes judgments about the materiality of errors.
ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

Final decision on the budget for revenues and expenses.
Final decision on the format and content of financial reports to the board.
Final decision on account set up and revisions when part of a larger reorganization.

**E. SUPERVISION EXERCISED**

*Indicate the number of employees for whom the position is responsible:*

Number of employees reporting directly to the position. 0

Total number of employees for whom the position has direct responsibility. 0

**F. SUPERVISION RECEIVED**

Describe the extent to which the supervisor determines the day-to-day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

Works under general supervision. Day-to-day administrative support initiatives are managed independently by the incumbent. Complex, unusual or policy issues are discussed with the supervisor.

**G. UNUSUAL WORKING CONDITIONS**

None.

**H. ENTRANCE QUALIFICATIONS**

What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Bachelor's degree in accounting, finance, business, economics and accounting designation or related field and five years related experience or an equivalent combination of education, training and experience.

Excellent organizational, quantitative, analytical reasoning, problem-solving, and time management skills.
Excellent interpersonal and communication (both oral and written) skills.
Excellent budget analysis, planning and fiscal management skills.
Ability to use spreadsheet, database, and enterprise financial applications/systems.
Ability to maintain strict confidentiality, exercise initiative, diplomacy and discretionary judgment.

**I. ORGANIZATIONAL RELATIONSHIPS**

Indicate in the appropriate blocks the title of the position to which this position reports and the titles of positions reporting directly to it. If more detail is required, add additional blocks.

Associate Director, Financial Services

Financial Analyst
J. APPROVALS

Incumbent's
Signature: _______________ Date:

Supervisor's
Signature: _______________ Date:

Signature of Next
Administrative Level _______________ Date: