



## ALGOMA UNIVERSITY JOB POSTING

<b>JOB TITLE:</b>	<b>Senior Financial Analyst</b> <i>Staff Bargaining Unit</i>
<b>DEPARTMENT:</b>	Finance
<b>POSITION STATUS:</b>	2 positions available - 1 full time perm, 1 full time 1 year contract
<b>LOCATION:</b>	Sault Ste. Marie
<b>SUPERVISION RECEIVED:</b>	Director, Financial Services
<b>SUPERVISION EXERCISED:</b>	Student Assistants (if applicable)

### PRIMARY FUNCTIONS:

The Senior Financial Analyst position reports to the Director of Financial Services and is accountable for performing tasks involved in the financial reporting and analysis of Algoma University. This data is pivotal for the University leadership team to make decisions on University operations.

- A. Financial Reporting (40%)**
- B. Financial Analysis, Budgeting and Forecasting (50%)**
- C. Other Administrative Duties (10%)**

#### **A. Financial Reporting**

- Account reconciliations, preparation of month-end and quarterly journal entries
- Reconciliation of various financial statement areas
- Compile monthly financial statements and working papers
- Tax reporting, including quarterly GST/HST filings, annual tax returns including T4A and T4A-NRs etc.
- Create ad-hoc analysis and reporting to provide recommendations to improve performance and provide operational insights
- Assistance in year external audit including preparation of financial statements and note disclosure, supporting working papers and variance analysis
- Reporting for various funding agents
- Consolidation of subsidiaries
- Various reporting on Key Performance Indicators (KPI)
- Other ministry reporting as required



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### **B. Financial Analysis, Budgeting and Forecasting**

- Analyze monthly performance versus budget, and forecast
- Conduct detailed financial and operational analysis and reporting of historical and forecasted trends to interpret financial results and derive insights
- Assist on budget process including meeting with departments, evaluate multi-year trending, analyzing new budgetary needs
- Forecasting based on current year to date trends and expected variances from budget.

### **C. Other Administrative Duties**

- Analyze current processes and developing enhancements to create efficiencies
- Preparation and analysis of various cost accounting models such as Responsibility Centered Management Model
- Completion of financial data required for Freedom of Information requests
- Collaborate and engage with Algoma Leadership Team and external community partners
- Commitment to and understanding of Algoma University's Special Mission, values and the seven grandfather teachings, incorporating these values into the work, policies and procedures of the role
- Other related duties may be assigned as required

### **WORKING CONDITIONS:**

- **Physical Effort Required** Minimal: long periods of sitting and keyboarding.
- **Physical Environment** Minimal: Minimal exposure to unpleasant/disagreeable conditions.
- **Sensory Attention** Considerable: Work requires a frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention
- **Mental Stress** Considerable Work activities are performed in an environment with frequent exposure to mental pressure conditions where mental stress would be noticeable (i.e. normal deadlines, , repetitive work etc).



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### MINIMUM QUALIFICATIONS:

- Undergraduate Degree in Business or Finance required
- 4-5 years direct experience in Accounting or Finance required
- Chartered Professional Accountant (CPA) designation required
- Deep knowledge of Canadian accounting standards for not-for-profit organizations
- Exceptional analytical and information-seeking skills that contribute to effective decision-making and strategic planning
- Extensive experience using accounting Systems, including student information systems or similar system
- Ability to work under tight deadlines
- Self-directed, courageous, and highly motivated with excellent interpersonal and communication skills
- Excellent use of technology for collaboration; strong computer skills, including microsoft applications; G-suite preferred
- Must be committed to understanding AU's Special Mission and the Seven Grandfather Teachings

**Please submit a resume and cover letter (combined PDF) to [people.culture@algomau.ca](mailto:people.culture@algomau.ca) no later than 4:00 p.m. on Friday, July 1, 2022.**

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Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.