Exempt Job Description

Job Title: **Budget and Reporting Analyst**Job Number: **X-330**
NOC: **1111**
Band: **7**
Department: **Financial Services**Supervisor Title:  **Manager, Reporting Services**
Last Reviewed: **October 19, 2017**

## Job Purpose

Under supervision of the Manager, Reporting Services, the Budget and Reporting Analyst will provide financial analysis, information and support to departments as it relates to the budgetary and reporting processes. The Budget and Reporting Analyst will work collaboratively with the Manager, Reporting Services and the Manager, Budgeting Services to provide a team approach in support of the budget development and regular reporting of actual performance relative to the approved budget by departmental account managers.

## Key Activities

### Budget Development:

1. Assist the Manager, Budgeting Services in the development of the University’s annual operating budget and follow-up with ancillary fund budget developers as necessary.
2. Develop, review and update of the Responsibility Centred Management (RCM) budget model, with support from the Manager, Budgeting Services.

### Financial Reporting:

1. Work with budget developers to determine financial reporting needs. Collaborate with the Manager, Budgeting Services and the Manager Reporting Services to leverage technology and processes to meet these needs.
2. Monitor departmental budgets by comparing actual spending to budget on a regular basis. Prepare the Financial Update for the AVP Finance and the Board of Governors on a regular basis.
3. Assist the Manager, Reporting Services in the preparation of the annual Financial Report of Ontario Universities.
4. Prepare and submit, once approved, annual COU-COFO Financial Health Surveys and other reports as required.
5. Prepare annual benchmarking analysis and charts, based on COFO-UO reporting data.

### Capital Reporting:

1. Provide capital project revenue and expenditure analysis. Prepare financial analysis and computer modelling for proposed capital projects to support capital submissions and expenditure proposals for the Board.
2. Review purchase orders and payments for capital projects to ensure correct and accurate accounting treatment, to ensure expenditures are within project guidelines and to confirm that appropriate approvals have been obtained.
3. Prepare audit schedules and supporting documentation related to capital assets and deferred capital contributions for the year-end financial statements and for capital projects requiring separate external audit.

### Endowment Funds:

1. Maintain model to track Endowment Funds account holder balances, record investment portfolio transactions and calculate annual payout to expendable trust accounts. Prepare year-end report for Advancement Office and respond to requests for information.
2. Maintain accounting records to track Endowment Lands Fund balances and record investment portfolio transactions. Prepare annual report to Endowment Lands Committee.
3. Prepare year-end audit schedules and supporting documentation for endowments for external auditors.
4. Prepare and submit, once approved, annual CAUBO Annual Pension and Endowment Investment Surveys.
5. Prepare and submit, once approved, the monthly reports to the Ministry of Advanced Education and Skills Development regarding donations received under the Ontario Trust for Student Support (OTSS) program required in order to receive matching grants from MAESD.

## Education

* Honours University Degree in Business, Accounting or a related discipline
* Professional accounting designation

## Experience Required

1. Five years of directly related experience,
2. Experience using decentralized computerized financial systems;
3. Proficient in MS Office suite of products, including advanced Excel financial and statistical functions;
4. Able to prioritize multiple, conflicting deadlines;
5. Self-motivated, able to work independently and attention to detail;
6. Effective verbal and written communication skills.

## Analytical Reasoning

Well-developed analytical reasoning to think through problems, assess options, understand processes, develop computer models, communicate results and write reports on a diverse range of topics. Ability to interpret complex documents and apply principles, e.g. CICA Handbook, legal documents, MAESD guidelines, COFO financial reporting.

## Decision Making

Use own initiative in planning and organizing all on-going work and receive general guidance from the Manager, Reporting Services and Manager, Budgeting Services on requirements for special projects. Ability to reprioritize work to meet competing demands.

## Impact

Accuracy and integrity of financial statements and reporting – errors may damage Trent University’s internal and external reputation, affect its ability to borrow, and/or result in financial penalties.

Accuracy and integrity of budget documents and advice to budget developers – errors may result in poor decisions by others and/or financial loss.

## Responsibility for the Work of Others

*Direct Responsibility for the Work of Others:*

 N/A

*Indirect Responsibility for the Work of Others:*

* Ensure errors in the work of others are corrected in the financial records ensuring the accuracy and integrity of financial statements, COFO reporting, capitalization, etc.

## Communication

*Internal:*

* Associate Vice President, Finance – various administrative requirements related to pension and endowment investment portfolios, and capital project proposals, etc.
* Manager, Reporting Services – support reporting requirements for budget managers and preparation of in-year and year-end reporting schedules
* Manager, Budgeting Services – support preparation and in-year changes to base budgets and RCM budget model
* Secretariat Office – execution of legal documents, consultation regarding cover reports and supporting documentation for Finance and Property, Audit, Investment and Pension Committees and Board of Governors (for example, monthly actual reports, budget package, audited financial statements)
* Project Managers – co-ordinate with construction project managers for required documentation to support progress draws, financial records and reporting requirements

*External:*

* Lenders – administration of long-term financing
* Auditors - annual external audit and financial reporting consulting
* Legal counsel – legal opinions for debt financing, real estate transactions and contracts
* MAESD, COU
* Other post-secondary institutions

## Motor/ Sensory Skills

* Fine motor skills required for keyboarding, calculator

## Effort

*Mental:*

* Sustained concentration and focus – to complete complex work within tight deadlines; read and interpret complex documents

*Physical:*

* Long periods of sedentary work e.g. keyboarding, working on spreadsheets, inputting and verifying accuracy of detailed information, writing reports

## Working Conditions

*Physical:*

* Sitting for long periods of time

*Psychological:*

* Stress resulting from changing deadlines and time pressures; conflicting priorities set by others