**Department of Human Resources**

**Exempt Job Description**

**Job Title:** Financial Services Analyst

**Job Number:** X-335

**NOC:** 1431

**Band:** 5

**Department:** Financial Services

**Supervisor Title:** Senior Manager, Accounting Services

**Last Reviewed:**  August 10, 2016

**Key Activities**

1. Review and approve accounts payable data entry.
2. Assist in month-end and year-end closing. Prepare summaries, run interfaces, reports and statements to assist the Senior Manager, Accounting Services.
3. Prepare special reports for the Senior Manager of Accounting Services and the Associate Vice President of Finance.  Analyze data with the aid of Excel, Word, Datatel and Access to assist in clarification and decision making.
4. Assist with the completion of various agency financial reporting, COFO, CRA, Charities Return for annual information returns and reporting.
5. Assist with the year-end audit preparation of working schedules and financial analysis for financial statement completion.
6. Assist Manager of Student Accounts with Trent’s exchange programs throughout the academic year.  Work with the International Office to process billing adjustments or corrections to accounts if students change their registration.
7. Prepare journal entries analyzing account problems to adjust/correct problems on a timely basis.
8. Provide support and training to staff relating to monthly bank reconciliation processes and review.
9. Process and track all approved sponsorships. Calculate and adjust for detailed billing and invoice for applicable academic term. Provide detailed billing to sponsored agencies for payment.  Liaise with Band contacts providing additional information as requested and collection of all outstanding fees. Provide monthly statements to all sponsored accounts.
10. Analyze, verify and process all staff, faculty, exempt and dependents' fee waivers for eligibility. Adjust accounts for registration changes in accordance with the corresponding collective agreement and University policy.
11. Process departmental charges to student accounts.  Prepare annual spreadsheet summary for tax purposes. Process student refunds with accuracy.
12. Assist with receiving all revenue.  Balance cash, prepare deposits for bank and file all corresponding reports.
13. Provide detailed analysis of large volumes of data to identify errors and items requiring investigation.
14. Reconcile accounts receivable and accounts payable sub-ledgers in addition to other miscellaneous general ledger control accounts.
15. Process monthly file interface for payroll and other journal entry interface files.
16. Issue all refund cheques on behalf of Conference Services. Support Conference Services in accounting processes.
17. File and correct T4A remittances to CRA.
18. Maintain and test student billing tables.

**Education**

Honours University Degree (4 year) with CPA designation.

**Experience Required**

* 3 years’ experience in an intermediate finance position, including 2 years audit, review and large volume data manipulation experience