

Class No.:	
Original Date:	June 2021
Pay Group:	22

CLASS SPECIFICATION

JUNIOR FINANCIAL SYSTEMS ANALYST

NATURE AND SCOPE OF WORK

The Junior Financial Systems Analyst provides knowledge and an understanding in maintaining financial systems, policies, and processes within different business units across the University while supporting the development design and delivery of financial literacy training to employees. The incumbent has a good understanding of relevant financial accounting processes and the corresponding technical workflows. This position reports to the Manager, Accounting - Capital and Restricted Funds and works collaboratively with IT Services to support the business lens in applying improvements to existing systems while automating financial policy elements and controls.

ILLUSTRATIVE EXAMPLES OF WORK

- Supports the development of training content and resources on the financial system applications, policies, and processes; provides training to end users through in-classroom contact and/or online interaction; creates periodic reports regarding training provided and trainee feedback received.
- Supports the on boarding of all new university employees by providing instructions on required finance training while supporting the understanding and navigation to the universities systems, policies, and processes.
- Maintains the financial policies, training register, and provisions users as signing officers once required training has been completed and documented. Maintains the signing authority register and signature database as per the Spending and Signing authority policy.
- Maintains the policy issues tracking register to document issues and resolutions on financial policies. Supports the Manager and Director Finance with revisions to financial policies based on the tracking register.
- Supports the unit in conducting periodic testing of expense reports, purchase card reconciliations and other payments to ensure compliance with financial policy elements.
- Maintains the chart of accounts in the financial systems by following established departmental procedures in adding, inactivating, and updating account segments. Updates the chart of accounts on the Finance frontlines page.

- Supports the Finance leadership team and IT Services in financial systems projects and takes initiatives to support the design, development, testing, implementation, and standardization of business process documents for all units.
- In collaboration with the Finance Managers, identifies opportunities for improvements to our applications & financial procedures, and assists in identifying the impact of upcoming changes on the current business software environment.
- In collaboration with IT Services and Finance Managers, documents current state business processes and explores opportunities to leverage system features/functions to address future state processes.
- Works with business units as well as end-users to support and improve financial systems.
- Participates in analyzing the University's financial related software/applications to determine current and future needs, driving simplification and standardization of financial business processes.
- Supports the development of customized financial system forms and workflow integration.
- Acts as the liaison between IT and other business units within the University for financial related software and applications
- Provides information and assistance to user departments in connection with new or existing financial processes and systems including the development and delivery of necessary training materials.
- Supports the Manager in analyzing the cost effectiveness regarding alternatives for financial processes and system improvements.
- Maintains the Finance internal and external website ensuring coordination among finance units.
- May be required to take training and act in the capacity of a floor warden as part of the College's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of generally accepted accounting principles.
- Considerable knowledge of problem-solving techniques pertaining to financial processes and systems.
- Demonstrated ability and a good understanding of finance policies, procedures and processes. Ability to effectively communicate to university employees to improve financial literacy.
- Advanced problem-solving skills.

- Advanced knowledge of business communication writing. Strong command of written and verbal communication skills at a senior professional level.
- Excellent communicator who is an engaging and comfortable presenter.
- Strong customer service orientation and interpersonal skills.
- Ability to build collaborative relationships throughout the organization, combined with a strong people focused orientation.
- Ability to work effectively in a matrix environment, supporting cross functional teams.
- Ability to extract, manipulate and analyse complex data.
- Ability to perform complex work with a high degree of accuracy and exercise good judgement.
- Ability to articulate system requirements.
- Ability to define and solve problems with financial applications.
- Ability to suggest and discuss methods of improving accounting systems and procedures.
- Ability to exercise independent judgement in data decision-making.
- Ability to be flexible in priorities and adapt to change.
- Ability to work well under pressure and to plan, organize and implement work schedules to effectively meet deadlines and system requirements.
- Ability to maintain confidential information.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a two-year diploma in Business Administration, Accounting or Finance.
- Enrolled in the CPA Professional Education Program (PEP) modules.
- Minimum of two years related work experience.