



Financial Analyst

DEFINITION

This is a professional/senior technical level financial position leading and maintaining financial or accounting controls and process development for a specialized financial or accounting function.

Employees of this class provide research, analytics and reporting focused on a specialized financial or accounting function. The position leads, changes and maintains procedures and processes either from a Corporate perspective or directly supports a Branch or Department.

Employees of this class will lead project work most often with a team comprised of cross-branch and/or cross-departmental staff and may supervise technical accounting staff. As the technical specialist, this position will identify areas of concern, identify new solutions and ensure quality control and assurance.

Work at this level requires senior technical and/or professional analysis and exercises a significant degree of accounting or financial control in the area of speciality. Work is subject to review through feedback, periodic checks and by the extent to which objectives are achieved.

TYPICAL DUTIES *

Under broad supervisory direction, works with business area to assess needs, identify areas of concern and incorporate solutions that involve the development of new procedures and processes

Coordinates and conducts audits, analytics, research and prepares reports including recommendations for management consideration

Coordinates and reviews cash flows and projections that include budget reporting and planning

Monitors and maintains financial data including cost and revenue relationships associated with the introduction or changes to products and services or grants and capital asset accruals

Conducts in-depth analysis, audits and escalation of cash or expenditures or budget variances

Researches and identifies best practices and provides advice on specialized expertise to various levels of managers and may liaise with auditor as required to address areas of concern

Assesses current and long range capital needs for the department; works closely with managers and project coordinators to assist with budget management and reporting including assistance with capital and operating budget adjustments and submission

Conducts monthly, quarterly and annual analysis, identifies trends or issues, consumption and revenue or gap analysis, and measures performance and makes recommendations

Coordinates and leads numerous projects; develops and delivers presentations; and provides specialized training



Financial Analyst

Supervises technical accounting staff ensuring processes are adhered to and assisting them with complex problem solving and solutions that are outside procedures

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of generally accepted accounting principles, requirements and practices

Knowledge and expertise in the application of accounting or financial systems that maintain financial data and reporting; advanced Microsoft excel expertise

Knowledge of cash, capital and operating budget, procurement and project management processes

Knowledge of financial and auditing controls

Strong analytical, research and problem solving skills to develop action plans and resolve complex operational or business issues or concerns and to incorporate process improvements
Demonstrated ability to lead projects successfully

Ability to effectively communicate with and provide consultation to support a diverse range of managers and staff with various levels of expertise in the subject matter

Ability to plan work flow, coordinate and lead others

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

University Degree (bachelor or applied) in an accounting or finance discipline combined with 3 years of progressively responsible related accounting/financial experience including project management experience. Those positions that include supervision, also require one (1) year supervisory experience in a similar organization.

Opportunity Concept

University Degree (bachelor or applied) in an accounting-related discipline.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

FINANCIAL_ANALYST_ACTIVE

Salary Plan	21M	21A	21B	21C
Job Code	3299	3301	3300	3302
Grade	025	026	027	028

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