

**Posting #24-047EM**

## **Senior Financial Analyst Financial Services Regular, Full-time**

### **Purpose**

Reporting to the Director of Finance, the Senior Financial Analyst is a key member on the Budget and Reporting Team. This team is responsible for the development of the overall university budget and plan and for ensuring provision of accurate and timely financial reporting and analysis for decision making, to internal users at all levels of the organization, external users, regulators and other stakeholders. This position also ensures that all financial information provided can be relied on as the basis for decisions at the highest organizational levels and for meeting all external reporting requirements.

### **Responsibilities**

Duties include but are not limited to:

- Assisting in the preparation of the University's financial statements in compliance with public sector accounting standards, including completion of required reconciliations, schedules, working papers, notes and supplementary information;
- Contributing to and assisting in the development and management of annual operating budget allocations for University budget holders and the overall University financial plan;
- Providing advice, guidance and direction to Vice Presidents, Associate Vice Presidents, Deans, Chairs, Directors and other members of the University on management of their budget;
- Assisting in projects related to the University's budget processes and information system;
- Ensuring the integrity of the University's budget information system;
- Assisting in the development of internal reports that support data informed decision-making at senior levels of the University, ensuring budgets and projects are informed by overall University financial planning, integrated planning and strategic direction;
- Providing professional knowledge and expertise to the operations of Financial Services to ensure facilitation of the overall University operations, meeting of internal and external reporting requirements, and achievement of the goals of Financial Services;
- Providing guidance and direction regarding accounting policies and practice for various restricted and other non-operating funds including research and specific purpose funds;
- Contributing to employee training and development across the University in budget management, financial policies and procedures, use of financial and budget reporting tools, and accounting principles;
- Ensuring compliance to applicable University policies and procedures, incorporating requirements of external agency guidelines;
- Collaborating with other members of the department and across the University to review existing and develop new policies and procedures; and
- Working with the leads of collective bargaining teams to provide financial modelling and costing information during negotiations with various unions.

## Qualifications

The successful candidate will possess an undergraduate degree in Business/Commerce or related field, as well as a recognized accounting designation (e.g. CPA) and at least 5 years of progressively responsible professional experience in accounting, finance, budget administration, in a complex unionized organization, preferably in a university or other academic environment.

The successful candidate will also possess the following qualifications:

- Understanding of post-secondary education or similar environment;
- Experience working with unionized payroll administration or direct experience in labour relations and negotiations;
- Thorough understanding of Canadian public sector accounting standards, cost accounting principles, and fund accounting;
- Demonstrated ability to clearly convey budgetary, accounting, financial, and other technical concepts to senior management and executive as well as colleagues, both verbally and in writing;
- Strong organizational skills with the ability to think strategically, weigh risks, and apply sound judgment to decision making and problem solving to establish priorities, manage multiple demands, and meet deadlines;
- Ability to work independently and professionally, requiring initiative and the ability to lead in challenging and sensitive situations;
- Ability to keep a 'big picture' perspective while maintaining attention to detail;
- A high level of discretion and confidentiality as this position will participate in senior level meetings to provide information, analysis, and decision-making support;
- Demonstrated ability to work within team based environments;
- Strong interpersonal skills and relationship building abilities as this position must work with people across the university at varying levels;
- Strong computer application skills (data extraction, cleansing and transformation), including extensive work with relational databases and quantitative analysis; and
- Expert in the use of Microsoft Excel.

## Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$80,000 to \$85,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see:

- <http://www.unbc.ca/human-resources/employee-benefits>.
- <http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday. Flexibility in work schedule is expected for attendance at events, meetings, presentations, and to oversee staff and activities. Occasional travel may be required.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming,



safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [wellbeing@unbc.ca](mailto:wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education quoting competition **#24-047EM** to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9



Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Priority will be given to applications received by April 2, 2024. Applications will be accepted until the position is filled.**

