



IC-IMPACTS Financial Analyst Position Description

The Financial Analyst is responsible for accounting and financial management activities within IC-IMPACTS. Reporting to the Chief Operating Officer, the incumbent will be responsible for:

Planning, Budget and Control

- Developing recommendations for overall budgeting and financial planning
- Developing recommendations on budget initiatives, assessing alternatives, and assisting in the drafting of budget policies
- Developing budget projections, monitoring and reconciling expenditures, and identifying potential surpluses or deficits on a programs basis
- Monitoring and trouble-shooting variances between IC-IMPACTS financial management system and that of UBC's financial management system
- Executing and managing IC-IMPACTS budgets (i.e. monitoring accounts, preparing transfers of cash and charges, reconciliation of ledgers, providing cash flow projections, tracking commitments and ensuring timely and accurate financial reporting)
- Tracking and ensuring payment of external funds and commitments, including but not limited to contracts grants, special purpose funds, lease and insurance payments
- Tracking and ensuring receipt of external contributions and liaising with IC-IMPACTS three host institutions for financial reporting to and from IC-IMPACTS regarding contribution agreements

Financial Reporting & Transaction Processing

- Analyzing and advising variances between budget and actual expenditures and year over year changes in expenditure patterns
- Managing monthly reconciliation of all accounts
- Building financial models as required to assess the financial viability and impact of new and existing strategic initiative projects
- Analyze, preparing and assisting with preparing forecast results for current and future years
- Preparing internal and annual financial statements for the Board of Directors
- Preparing financial reporting for external entities including, but not limited to, host institutions, partner organizations, and NCE Secretariat
- Overseeing and preparing financial requisitions, purchase requisitions, and journal vouchers for the payment of invoices and expenses
- Ensuring financial transactions, procedures, and record keeping meet audit standards, including ensuring adequate support for transactions and appropriate record retention

Systems Development

- Implementation of electronic transaction tracking database for financial management and reporting using software compatible with IC-IMPACTS auditors
- Data maintenance within electronic financial system



Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CPA, CA, CGA, or CMA). A minimum of five years experience or the equivalent combination of education and experience is required. Accounting experience in both profit and non-profit settings is an asset as is experience with financials related to Canadian granting councils. Computer experience is required in financial management software. Excellent oral and written communications skills is a must. Strong analytical, reporting and summarization skills are also a requirement. Intermediate or Advanced MS Excel skills are required. The incumbent is expected to work effectively independently and in a team environment with a track record of maintaining cooperative and productive working relationships across a variety of stakeholder groups. Accuracy and attention to detail is essential as errors can have significant deleterious impact for the organization.