



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

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JD #:	<b>JD00192</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Budget and Financial Analyst (II)</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Accounting</b>		

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## General Description

Responsible for managing the financial activities within a unit or department including tracking revenue, authorizing expenditures, developing and implementing budgets, and reconciling and reporting year end financials. Ensures financial activities are performed effectively and all relevant policies, procedures, contracts and legislations are adhered to. Provides supervision to other staff.

## Representative Duties & Responsibilities

- Develop financial policies and procedures.
- Analyze financial information to aid in the development and implementation of short-term and long-term financial planning.
- Develop multi-year budgets for review and approval.
- Project revenues and prepare detailed calculations of projected compensation costs and other expenditures.
- Prepare budget appropriation adjustments required after the approval of the original budget.
- Prepare working papers and consolidate information in accordance with financial auditor requirements.
- Develop estimates of time, resources, and budgets for various program activities and events.
- Plan and coordinate timetables and budget processes for budget review with various departments.
- Meet with departments to review resource plans in order to prepare financial projections.
- Coordinate and schedule data flow and financial information required for the preparation and development of detailed financial statements.
- Scrutinize, analyze, and reconcile detailed financial reports and records.
- Monitor and investigate error and exception reports.
- Analyze business processes to ensure efficiency and proper controls for accurate financial reporting and the safeguarding of assets. Recommend changes to improve processes.
- Act as a resource to staff, departments, and external agencies, and respond to inquiries, questions and concerns pertaining to financial issues.
- Provide advice on the restructuring of accounts for proper management control and streamlined reporting.
- Coordinate the collection, verification, analysis and reporting of financial data.
- Interpret and communicate applicable financial policies, procedures and guidelines to others.
- Assist with internal and external audits by preparing audit files and responding to auditor inquiries.
- Develop and deliver training and information sessions.
- Analyze data and assess for reasonableness.
- Develop budgets for review and approval.
- Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Write a variety of document and reports such as procedure manuals, accounting reports, and financial statements.
- Perform various analyses and reconciliations of accounts.
- Generate reports and account statements and review for accuracy.
- Provide training and guidance to others on relevant accounting procedures and the use of financial systems.
- Calculate, prepare and issue invoices, cheques, account statements and other financial statements according to

## **Representative Duties & Responsibilities**

established procedures.

- Receive, send, sort, verify, process and prepare various documents such as purchase orders, invoices, cheque requisitions, receivables, and payables.
- Process, verify, and balance financial records and business transactions, such as accounts payable, accounts receivable, and payroll.
- Investigate discrepancies using established procedures.
- Monitor and reconcile statements and participate in the reconciliation of accounts.
- Prepare and generate a variety of scheduled and ad hoc reports.
- Update, maintain, and verify information in a variety of spreadsheets and databases.
- Balance and control cash receipts, including floats, petty cash and cheques.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Create spreadsheets including complex formulas and equations.
- Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.
- Maintain filing systems, both electronic and hard copy.

## **Supervision**

- Supervise and direct the activities of up to 4 continuing employees.

## **Qualifications**

- Bachelor's degree in Finance, Accounting, Economics, or relevant field of study.
- Requires 5 years of relevant experience, including one year of supervisory experience.

## **Effort**

### **Physical Effort:**

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents, validate data, and enter data into spreadsheets and databases.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### **Mental Effort:**

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information, writing a variety of formal notes and records, and entering data into a variety of spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Coordinating and scheduling data flow and financial information needed for preparation and development of detailed financial statements.
  - Providing advice on the restructuring of accounts for proper management control and streamlined reporting.
  - Providing advice and training on topics including, but not limited to, financial transactions, business processes, and functional system requirements.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
  - Analyzing financial information to aid in the development and implementation of short-term and long-term financial planning.
  - Developing multi-year budgets for review and approval.
  - Scrutinizing, analyzing, and reconciling detailed financial reports and records.

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## **Working Conditions**

### **Physical Environment:**

- There are no adverse physical environment conditions inherent to the job.

### **Psychological Environment:**

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

### **Health & Safety:**

- Risk to the incumbent is no higher than for the general population.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00192</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Budget and Financial Analyst (II)</b>	Total Points:	<b>590</b>
Job Family:	<b>Accounting</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.5</b>	94
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>E4</b>	104
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>4.0</b>	78
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>4.0</b>	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>4.0</b>	93
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5