

1. Position No. 81451	2. Descriptive Working Title Financial Analyst, Accounting		3. Present Classification FO 4
4. Department Financial Services	5. Branch/Section Corporate Services	6. Work Location Telework Eligible	Date October 2018; Revised Aug 2021
7. Position No. of Supervisor 33026	8. Descriptive Work Title of Supervisor Assistant Comptroller		9. Classification of Supervisor Excluded Mgmt
10. Job Summary:			

Reporting to the Assistant Comptroller, the Financial Analyst performs accounting duties with higher grade of complexity and diversity which requires good knowledge and understanding of the principles, practices and processes of the accounting discipline. He/she/they reviews ExCom approvals, records and reconciles grants of both BCH and PRHC, reconciles the deferred revenue account and assists with comprehensive accounting analyses and process improvements.

11. Duties:

1. Reviews ExCom approvals and records BCH and PRHC grants

- Reviews monthly Excom Submissions to identify approved grants
- Creates journal entries for all BCH and PRHC grants by 3rd business day each month
- Liaises with responsible manager/director for clarification and confirmation if needed
- Prepares and analyses monthly grant continuity schedules for both BCH and PRHC
- Reviews all grant transactions to identify errors and prepares any adjusting journal entries
- Reconciles grant continuity schedules against grant expenses and grant revenue
- Previews draft ExCom submission and provide comments when needed
- Prepares un-used grant journal entry if needed

2. Reconciles Deferred Revenue account

- Reviews all deferred revenue transactions
- Investigates any abnormal transactions and prepares adjusting journal entries
- Liaises with responsible manager(s) to confirm revenue recognition
- Prepares monthly deferred revenue schedule and analyses by each grant type

3. Reviews Construction Advance Accounts

- Runs Analysis of Claim Advances to Society Report
- Reviews balances of all construction BUs based on various criteria
- Investigates on any BUs with abnormal balance or transactions
- Communicates Development Manager in Development and Asset Strategies Department for clarification or correction
- Prepares journal entries for any correction

4. Records PRHC Work in Progress (WIP) Transfer – Riverview

- Runs webfocus report for all transactions of Riverview business units (BUs)
- Prepares journals entry to transfer Riverview cost to PRHC WIP account
- Analyses all Riverview BUs and ensures all Riverview cost is booked correctly in a timely manner

5. Performs other related duties that support the accounting process

- Reviews all job BUs created in prior month and requests update on PRHC WIP and grant category
- Maintains and updates accounting processing notes
- Provides guidance to Accountants and Accounting Technician on daily Accounting activities
- Assists Senior Accounting staff with comprehensive accounting analyses and cashflow analyses if needed
- Provides recommendations on streamlining accounting procedures, implements and documents approved procedural changes
- Participates in system testing and provides suggestions/recommendations for system changes
- Assists the Comptroller and the Assistant Comptroller with year-end audit process

6. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA
BCGEU - ALL SERIES

1. Position No. 81451	2. Descriptive Working Title FINANCIAL ANALYST, ACCOUNTING	3. Present Classification FO 4
4. Education, Training and Experience		

Advanced diploma in accounting, finance or other relevant field.

Considerable progressive experience in a high volume computerized financial accounting environment, or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Good knowledge and understanding of the principles, practices, and processes of the accounting discipline
 - Considerable knowledge of accounting procedures, working paper preparation, internal controls, and business practices
 - Ability to exercise attention to detail and proficiency with figures
 - Proficient in computerized accounting systems and spreadsheet software (Excel)
 - Excellent oral and written communication skills
 - Strong analytical, investigative, and problem-solving skills
 - Excellent time management skills and ability to work under pressure and meet deadlines
 - Excellent interpersonal and customer service skills

6. Occupational Certification:
