

DOUGLAS COLLEGE

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Position Title	Senior Budget Analyst
Posting Number	01057SA
Location	New Westminster Campus
Regular/Temporary	Regular
Employment Type	Full-Time
Start Date	05/03/2021
Work Arrangements	This regular full-time (35 hours per week) position is available starting May 3, 2021. Regular hours of work are Monday – Friday, 9 am – 5 pm. Shift times may change depending on the Department's need. The position is located at the New Westminster campus; however, successful candidate must be available for occasional work at the Coquitlam campus.
What Douglas Offers	DO what you love. Be good at it. That's how Douglas College defines a great career. It's a philosophy that resonates through our classrooms, our offices and our boardrooms. It inspires our students and drives us to make Douglas College one of BC's Top Employers. We love what we do. And we're looking for passionate, motivated people to join us in making one of Canada's best colleges even better.
The Role	The Senior Budget Analyst provides guidance, training and front-line support to the College stakeholder community to support departmental budget development from a functional and systems perspective. The Senior Budget Analyst is responsible for providing analysis of budgeted and actual revenues and expenditures, for development and maintenance of accounting and statistical data to support the enrollment audit and faculty workload information, and for providing general accounting support for the College. The Senior Budget Analyst participates in the development of improving both business processes and the functionality of system applications to effectively meet the needs of the user community and maintain compliance with organizational budgetary and reporting requirements.
Responsibilities	<p>1. Assists in development of the College's consolidated budget and provides analysis of revenues and expenses to support managers responsible.</p> <ul style="list-style-type: none"> a. analyzes monthly department budgeting and accounting reports to maintain expenditure controls; b. provides advice and technical assistance with cost analysis, fiscal allocation, and budget preparation to College units; c. examines budget requests and estimates for completeness and accuracy; d. participates in and conducts budget review meetings with managers and identifies and calculates changes required in the annual budget development cycle; e. compiles and summarizes budget requests for Finance managers; f. assists with the development of budgeting and reporting software used by Finance and units; g. reviews and analyze budget information prepared by departmental users and assist in the preparation of the College's annual consolidated budget; h. acts as initial point of contact to departmental users of the budget system and provide advice and technical assistance for all aspects of budget preparation, policy, analysis, and review; i. assists various budget units and key departmental users with financial planning as related to operational, staffing and strategic goals in addition to providing customer service and education in assisting departmental users with budget matters; j. advises Finance managers and Director, Finance on budget matters including estimates of revenues and expenses and analysis factors which drive them, trends in certain budget categories, and analysis of unit compliance or deviation from approved budget;

	<p>k. assists in implementation of budgeting tools and systems and other process improvements;</p> <p>l. ensures that assigned units comply with all College policies and procedures regarding budget development, maintenance and revenues and expenditures;</p> <p>m. prepares, analyses and completes reports for College administrators and College Board as required;</p> <p>n. uses the financial system to create or approve budget journals and transfers;</p> <p>o. maintains accounting records and data for expenses and budgeted section allocations;</p> <p>p. estimates future expenditures based on known contract changes, expected inflation and historical spending patterns and projects expected annual expenditures based upon current and historical spending patterns;</p> <p>q. monitors, identifies, and communicates over-expenditures with College managers;</p> <p>r. develops and prepares monthly budget and ad hoc reports for budget holders with identified variances;</p> <p>s. reviews and researches actual results compared to budgeted items to identify potential problems and issues;</p> <p>t. updates and supports project costing model data and/or provides support and/or training to users of this information;</p> <p>u. upholds and supports existing College policies and procedures and make recommendations that enhance its business practices.</p> <p>2. Develops and maintains accounting and statistical data and systems for external and internal financial reporting and schedules.</p> <p>a. manages, analyzes and prepares financial documents and reports for administrators and College Board as required;</p> <p>b. coordinates, prepares and submits required statutory reports, including completion of various schedules and provide variance analyses as required;</p> <p>c. monitors, analyzes and reconciles other College accounts as required up to and including year-end working papers;</p> <p>d. communicates with the auditors during the College's year-end financial audit, providing information, explanations and support;</p> <p>e. develops management and statistical reports for College departmental users;</p> <p>f. develops and maintains complex financial reports for forecasting, trending, and results analysis;</p> <p>g. liaises with CEIT team and other College units, including gathering requirements for implementing and testing new or enhanced functionality in budget, reporting and accounting systems, including FTE and faculty workload data and processes.</p> <p>3. Develops and maintains accounting and statistical data to support the enrollment audit.</p> <p>a. maintains the College's data base of all College programs which includes student registrants, program hours, courses, class hours, and student training days;</p> <p>b. maintains, controls, analyzes and calculates statistical/enrollment data received from various sources to verify and evaluate its authenticity and reasonableness;</p> <p>c. prepares the enrollment audit file and the enrollment statements;</p> <p>d. develops and maintains various data for enrollment related projects; identifies approaches for obtaining and presenting data, carrying out appropriate analysis and evaluating the results;</p> <p>e. communicates with College employees to exchange information in order to maintain the enrollment data base and identifies and investigates variances;</p> <p>f. communicates with the enrollment auditors during the College's year-end enrollment audit, providing information, explanations and support;</p> <p>g. provides enrollment reports to various college groups, committees and management.</p> <p>4. Develops and maintains accounting and statistical data to support faculty workload.</p> <p>a. reviews, analyzes and reconciles the College's data base of all faculty workload;</p>
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	<ul style="list-style-type: none"> b. maintains, controls, analyzes and calculates statistical/workload data received from various sources to verify and evaluate its authenticity and accounting reasonableness; c. develops Banner and FAST reports and systems to analyze faculty workload information and distribute to College employees as required; d. prepares journal entries to record costs in the appropriate project grants as required and the section allocation journal entry at year end; e. develops and maintains various data for faculty workload related projects; identifies approaches for obtaining and presenting data, carrying out appropriate statistical analysis and evaluating the results; f. communicates with college employees to exchange information in order to maintain the accuracy of the faculty workload data base; g. identifies and investigates variances between budgeted sections and actual sections delivered h. initiates and identifies corrective actions to be taken by HR, Payroll or Dean's Offices as required; i. provides faculty workload reports to various College groups, committees and management. <p>5. Develops and maintains accounting and statistical data and accounting records for College leases, partnerships, self-funded and ancillary activities, Douglas College Foundation, and separate organizations.</p> <ul style="list-style-type: none"> a. prepares, maintains and analyses accounting information for College leases and prepares notes to financial statements; b. communicates with vendors c. maintains accounting records up to and including working papers and preparation of year-end financial and usage reports; d. monitors budgets and expenditures for completeness of detail, accuracy of contents and adherence to contracts; e. prepares monthly internal accounting reports to provide information, to identify variances from budget and researches reasons for variances; f. prepares year end audit file, financial statements and reports for both internal and external use following applicable accounting standards; g. prepares Douglas College Foundation year end audit file, financial statements and reports for both internal and external use following applicable accounting standards; h. maintains accounting records relating to student financial aid, bursaries and scholarship including communicating with the students, college employees, and the funding agencies; i. initiates and prepares billings for partners which includes collection of data, reconciliation of budgets to actual expenditures and performs research on information to be able to seek clarification and correction of discrepancies with manager responsible for partnership; j. communicates with a variety of internal and external parties providing information, advice and direction; k. provides accounting and budgeting expertise and advice to College managers responsible for partnerships as well as ensures correctness and completeness of information and data flow; l. works closely with finance department staff in areas of payroll, accounts payable and data entry to ensure timely and accurate flow of information; m. maintains related journals, general ledger, cash receipts, cash disbursements, and bank reconciliations; processes and monitors student award and financial aid payments <p>6. Assists the Finance managers and substitutes for the managers when required.</p> <ul style="list-style-type: none"> a. initiates, researches, and assists in the development, planning and implementation of various complex projects involving budget and financial reporting and best practices at the College; b. provides training for staff including Banner and FAST modules training, operational policies and procedures as applicable; c. establishes, organize and prioritizes tasks for budget analysts as required. <p>7. Performs other related duties.</p> <ul style="list-style-type: none"> a. communicates with outside agencies and auditors as required;
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	b. participates on College working groups and committees as assigned.
To Be Successful in this Role You Will Need	<ul style="list-style-type: none"> • Completion of the Chartered Professional Accountant (CPA) program preferred, or degree in accounting or business administration, plus four years related work experience or equivalent combination of education and experience. • Excellent working knowledge of English, with superior verbal and written communication skills. • Excellent interpersonal skills, including a demonstrated ability to establish and maintain effective working relationships with various departments, employees and external agencies. • Demonstrated ability to work independently with minimal supervision, and as a member of a team, to prioritize tasks and meet deadlines; a self-starter. • Superior analytical skills, with good working knowledge of accounting and budgeting concepts and principles. • Experience with data analysis, and proven ability to recognize, analyze and resolve problems. • Strong attention to detail, with a demonstrated ability to produce accurate, consistent, high quality reports and analyses. • Experience with an ERP system and demonstrated proficiency in the use of computerized accounting systems together with advanced knowledge of Microsoft Excel and Word. • Proven ability to communicate courteously and effectively in person, in writing, and over the telephone with students, faculty, staff, administrators, external contacts, Ministry officials and the public. • Demonstrated ability to compose routine and non-routine correspondence and reports.
Special Instructions To Applicant	Interested applicants must submit their application and all required documents online on the Douglas College Career Site [www.douglascollegecareers.ca]. Qualified internal applicants shall be given first consideration in filling the position. ALL INTERNAL APPLICATIONS MUST BE RECEIVED BY March 19, 2021. Please ensure your resume clearly explains how you meet the required knowledge, skills and abilities of the position for which you are applying. All candidates selected for interview will need to bring original certificates and diplomas of educational credentials noted on their resume.
Link to Full Position Profile	https://www.douglascollegecareers.ca/postings/7118