



<b>Job Title</b>	Budget Analyst/Financial Accountant Banking
<b>PVN ID</b>	VB-1712-002240
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR VC-BUDGET , FINANCE & FISCAL POLICY
<b>Department</b>	Office of the University Controller/Reve
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 22, 2018 (Or Until Filled)

## General Description

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### Summary:

Financial Analyst – Cash Reconciliation reports directly to the Associate Controller of Revenue Management and is responsible for the reconciliation of central office's bank accounts, the largest of which include Tuition and Financial Aid activities. The Financial Analyst will research and analyze reconciling items and liaise with other departments to resolve outstanding items. He or she will be considered the Subject Matter Expert on bank reconciliations and related transactions for assigned bank reconciliations and implement a process of continuous improvement on the process and presentation of bank reconciliations for the University's Controller's Office.

## Other Duties

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### Major Responsibilities:

- Perform monthly reconciliation of bank accounts for the central office accounts, comparing the bank balance to the balance on the general ledger. More frequent reconciliations are desired once the initial process has been routinized, with the ultimate goal of daily reconciliations.
- Identify discrepancies between general ledger and bank activity and track the resolution of said items.
- Identify old and irrecoverable amounts on the bank reconciliation and provide recommendations on how best to resolve them.
- Communicate exceptions identified in reconciliation process to necessary parties and work towards resolution.
- Analyze data related to banking transactions affecting bank accounts and propose best practices suggestions for supporting documentation and recording in the general ledger and/or appropriate sub-module.
- Synthesize complex information from various external systems and areas of the ERP system; collect and

research data resulting in reconciling items.

- Periodically performs review of college's bank reconciliations to assess compliance with University policy; provide feedback to college as needed.
- Provide reports on financial data for review by Senior Management (i.e. University Controller; University Treasurer).
- Systematically liaise with other departments on the timely booking of transactions as well as clearance of related bank reconciliation items from month to month.
- Assist in the design/continuous improvement of the University's bank reconciliation process by improving presentation of data, increasing automation and improve timeliness of completion of bank reconciliations.
- Prepare and gather materials for audit and external compliance activities; providing support to auditor information requests.
- Maintain an organized filing system for all documents and files; both hard copy and electronic files.
- Functions as subject matter expert for the performance of bank reconciliations, which the University has identified as a key control to detect errors and fraud.
- Perform ad hoc reporting and analysis and other special projects, as requested.
- Perform other duties as assigned.

## Qualifications

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### **Qualifications:**

#### **Minimum Qualifications:**

- Bachelor Degree in Accounting or related field
- Two to three years related experience

#### **Core Competencies/Preferred Qualifications:**

- Knowledge of GAAP/GASB accounting theory and practice
- Proficiency using computers and office software programs plus online general ledger and financial systems, with advance skill using Microsoft Excel and performing extensive pivot table analysis.
- Detail oriented and accurate with strong numerical analysis, evaluation and research skills and ability to work with integrity and careful judgement.
- Strong writing/verbal communication, interpersonal and presentation skills.
- Strong organizational skills with the ability to establish plans, manage a large workload and multiple assignments with conflicting priorities and meet deadlines in a time-sensitive and customer responsive office.
- Experience with PeopleSoft ERP, systems and re-engineering/re-organizing business processes.
- Ability to effectively interact with groups that may have divergent objectives.
- Ability to work both independently and as part of a team.
- CPA preferred