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## **Financial Analyst**

*(Saskatoon, Full Time, Permanent)*

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Established in 1976 the Saskatchewan Indian Institute of Technologies (SIIT) is a First Nation governed post-secondary institution. Recognized under provincial legislation, the Institute has been conferred authority to grant certificates and diplomas. SIIT welcomes over 2400 students into our urban and community programs annually as well as serving over 6000 clients through our nine Career Centres across the province. The Saskatchewan Indian Institute of Technologies is playing a significant role in Saskatchewan's economic future. You can contribute to that success while building your career.

### **Nature and Scope**

The Financial Analyst is accountable for financial analysis and reporting to ensure effective and efficient department operations. As an employee of SIIT, positively promote and create an environment that demonstrates SIIT's vision, mission and mandate.

### **General Accountability**

The Financial Analyst carries out the creation, maintenance, and processing of financial reports and analysis. Accountability includes preparation and processing of accounting entries, maintaining and updating financial spreadsheets, generating financial reports, identifying discrepancies, reconciling accounts, and performing other duties of the Finance department. This position is responsible for providing internal budget-to-actual reports as well as meeting external reporting requirements.

### **Specific Accountabilities**

The Financial Analyst's primary responsibilities are to analyze and provide reports to meet internal and external client needs and perform the recording and collection of revenues. The incumbent will balance tight deadlines and competing priorities, in addition to working with highly sensitive and confidential information. The work environment requires constant monitoring, review, and approval of information to mitigate the risk of costly errors and includes the following broad areas of accountabilities:

#### ***Internal Reporting & Control***

- Prepare or review period-ending financial reports including budget variance reports as assigned
- Review or prepare funding and revenue contracts
- Perform or approve general accounts receivable processing, customer statements, receipts and reporting
- Review and prepare journal entries and adjustments to records, files, and statements as required
- Assist and support the annual budgeting process of the Institute
- Support monthly, quarterly and annual financial close and reporting processes
- Address financial inquiries from internal and external clients
- Develop and maintain an effective process and procedure manual that reflects best practice for department efficiency
- Analyze and reconcile general ledger accounts, prepare bank reconciliations
- Ensure accurate entry of data into Institute financial systems; generate reports to review accuracy

#### ***External Reporting & Compliance***

- Prepare, review and submit reports including program cost expenditures, revenue and program funding as assigned, in a timely manner
- Assist with compilation and review of data to meet regulatory and funding reporting requirements and deadlines
- Assist and support the institute's annual external financial audit, while preparing reports and providing additional support as necessary

- Maintain confidentiality at all times, ensuring that information is not released unless authorized by policy, required by law, or through written consent

***Analysis***

- Analyze financial reports including budget variance reports and projections
- Analyze general ledger accounts and follow-up as required
- Support quarterly financial outlook and forecasting processes
- Respond to requests from management for miscellaneous analysis and reports

**Required Qualifications and Experience:** A diploma or degree in accounting/business or a related field of study is required. A minimum of three years of accounting and reporting experience is required; an equivalent combination of education and experience may be considered. A professional accounting designation would be considered an asset. Knowledge of First Nations cultures and organizations would be an asset. As an employee in the Finance department, this position is subject to accept or handle monies on behalf of SIIT. Therefore, a cleared criminal record check (CRC) is required.

**Required Competencies:** In addition to education and years of experience, the following performance competencies are considered essential for this position: Flexible and Adaptable; Effective Communication; Relationship Building; Results Oriented; Client Focus or Service; Problem Solving; Analytical Thinking; Initiative.

To learn more about this opportunity or to apply, visit our SIIT Careers page at [www.siid.ca/careers/](http://www.siid.ca/careers/).