

**Position Description Form (PDF)**

College: Sir Sandford Fleming

Incumbent's Name:

Position Title: Budget and Finance Analyst

Payband: G

Position Code/Number (if applicable): S00086

Scheduled No. of Hours: 35

Appointment Type: 12 months

Supervisor's Name and Title: Leah Koehler, Manager, Financial Planning & Analysis

Completed by: Greg Edwards

PDF Date: June 23, 2023

**Signatures:**

Incumbent:

Date:

(Indicates the incumbent has read and understood the PDF)

Supervisor:

Date:

### Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements for the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements.**

### Position Summary

Provide a concise description of the overall purpose of the position.

The Budget and Finance Analyst supports the activities of non-traditional revenue streams such as Fleming College Toronto, including related data analysis regarding impact on the College as well as forecasting and providing budget support. The incumbent will support cross-cutting processes throughout finance - including payroll, procurement and payables. The incumbent will provide analytical accounting information to enable accurate forecasting and reporting for the College. The Budget and Finance Analyst reports to the Manager, Financial Planning and Analysis.

## Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of time annually*
1. Assist with the creation of budgets for non-traditional revenue streams and projects, as well as month end closing process and reporting. Follows up with budget managers to obtain budgets and budget information. Reviews expenditures and operational matters conducting in-depth analysis to assess appropriateness and reasonability. Follows up with budget managers on any problems. Prepares the budget allocations and the Financial Plan. Carry out processing of Fleming College Toronto and Fleming College Institute financial / accounting transactions.	25%
2. Analyzes and assists in the monitoring and processing of deferred revenue. Prepare reports regarding composition of deferred revenue over time. Monitors prevailing policy at other institutions and assists in the improvements to Fleming policy and procedures.	20%
3. Assist with cross-cutting financial analysis and transactional support across all functional departments within Finance, e.g. support for payroll, account analysis, international agent fee assessments and processing, one card analysis and monitoring.	20%
4. Assist with internal control assessment from a data analytics perspective. Conducts comparative analysis across various functions, benchmarks against best practice and works to implement solutions as developed by Management.	20%
5. Supports ad hoc initiatives, data analytics initiatives, contract review and management support as needed.	10%
Other Duties as Assigned	5%

\* To help you estimate approximate percentages:

½ hour a day is 7%

1 hour a day is 14%

1 hour a week is 3%

½ day a week is 10%

½ day a month is 2%

1 day a month is 4%

1 week a year is 2%

### 1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

- Up to High School
- 1 year certificate
- 2 year diploma
- Trade certification
- 3 year diploma / degree
- 4 year degree or 3 year diploma / degree plus professional certification
- Post graduate degree (e.g. Masters) or 4 years degree plus professional certification
- Doctoral degree

Field(s) of Study:

Finance or accounting,

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

- No additional requirements
- Additional requirements obtained by course(s) of a total of 100 hours or less
- Additional requirements obtained by course(s) of a total between 101 and 520 hours
- Additional requirements obtained by course(s) of a total of more than 520 hours


## 2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

Less than one (1) year

Minimum of one (1) year

Minimum of two (2) years

Minimum of three (3) years

- Practical experience in a computerized financial environment, including using technical and analytical accounting skills.
- Experience preparing financial statements, variance analysis and costing.
- Advanced software proficiency and experience using Microsoft Office programs
- Excellent communication and interpersonal skills.
- Experience working independently in a team environment, proactively solving problems.
- Experience organizing and prioritizing own work, designing and implementing action plans in a deadline-oriented customer service environment.

Minimum of five (5) years

Minimum of eight (8) years

### 3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

#### #1 regular & recurring

Key issue or problem encountered.	Reconciliation differences between Fleming and Fleming College Toronto (FCT) partner financial data. Reconciling items include total number of students, type of student, program of study, year of study, bursary award or other payment, international rebate, advance payments to FCT, cross check refunds to active students, etc.
How is it identified?	Triangulation between contract terms, operating procedures, enrollment data (RO), cash flow information (CIBC Portal) – ultimately tracking down difference between the College and Fleming College Toronto private partner through data analysis and validation.
Is further investigation required to define the situation and/or problem? If so, describe.	For each of the variables there is going to have to be analysis done between the various data sets that Fleming and Fleming College Toronto private partner are using, tracing those differences to core evidence and resolution through working with the private partner.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Drill down on data to core principles, tie to contract and approved fees, systematic elimination of differences. Analysis may involve working with business analysts to identify queries that could be created to assist in this process.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Established procedures and templates exist for this analysis, however given the nature of how new this procedure is, there will be ongoing changes and new situations will arise that need to be handled. In addition, an external contract is in place to provide guiding principles.

### 3. Analysis and Problem Solving

#### #2 regular & recurring

Key issue or problem encountered	Actual to Budget variances.
----------------------------------	-----------------------------

How is it identified?

Incumbent identifies the variance through preparation of the board report variance analysis. However, in some instances no variance is apparent but an unfavourable situation may be occurring and is being masked due to various situations such as system changes, timing changes etc.

Is further investigation required to define the situation and/or problem? If so, describe.

Further investigation is required to establish if indeed the unfavourable or favourable variance (or no apparent variance) is real or due to timing. In-depth understanding of revenue and expenditure changes and system changes from one year to the next and the impact on current situation is required.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Through investigation and research it is established that the variance is real then the situation needs to be communicated to the budget manager and a plan of action to remedy the situation will need to be negotiated.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Solution is typically the responsibility of the Budget Manager. The incumbent will discuss variances with the Manager and in some cases, meet with the Manager and Budget Manager to establish a solution. The incumbent will provide historical details to assist the Budget Manager in making a plan.

**#3 regular & recurring**

Key issue or problem encountered

How is it identified?

Is further investigation required to define the situation and/or problem? If so, describe.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

**3. Analysis and Problem Solving**

**#1 occasional** (if none, please strike out this section)

Key issue or problem encountered

The auditor or the incumbent through review discovers potential errors in data and requires additional information to verify the activity.

How is it identified?

Through audit sampling.

Is further investigation required to define the situation and/or problem? If so, describe.

The situation would require investigation and research to establish how to obtain the required information.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Various queries may need to be developed, or alternatives to provide the information will need to be found. The impact of the findings would need to be analysed to establish the impact of the finding e.g. isolated incident or inherent system problem.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

General guidelines.

**#2 occasional** (if none, please strike out this section)

Key issue or problem encountered

How is it identified?

Is further investigation required to define the situation and/or problem? If so, describe.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).



#### 4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
List the project and the role of the incumbent in this activity.	Planning is needed to co-ordinate the 3 major cash disbursements related to Fleming College Toronto.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	This requires detailed cash flow forecasts, ensuring appropriate free cash flow to build up to the estimated payments, monitoring of deferred revenue and related ST and LT investment balances.
List the types of resources required to complete this task, project or activity.	Cash flow analysis & data
How is/are deadline(s) determined?	3 major deadlines that tie into the FCT semesters, additional true-up timelines to capture follow on ancillary and withdrawals payments
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Management

#### 4. Planning/Coordinating

	#2 regular & recurring
List the project and the role of the incumbent in this activity.	Budgets for the specific lines of business.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

The incumbent must determine the components of the budget and project, such as courses delivered, services and resources utilized. They must plan to develop details to support the budgets. This requires their coordination of the activities by meeting with various budget managers, support staff and departments that hold the information within the organization. Deadlines and explanations of the specific requirements for each component must be planned and communicated by the incumbent (based on overall deadlines decided by Finance management) so the budget deadline can be met.

List the types of resources required to complete this task, project or activity.

The incumbent must ensure that the human resources requirements are committed to meeting their deadlines so that overall the final budget deadline can be met.

How is/are deadline(s) determined?

The final deadline is determined by the board of governors. The individual component deadlines are determined by the incumbent in discussion with the provider of the budget information and Finance management.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

The incumbent determines if changes are required if the budget provided does not meet the funding guidelines. The incumbent would make changes to the various deadlines of others. If one component could not be completed on time then the incumbent would have to determine if other parts of the budget could be rescheduled to avoid running out of time at the end to meet the budget deadline.

**#3 regular & recurring**

List the project and the role of the incumbent in this activity.

Consolidation with the Province of Ontario has required a more thorough analysis of the financial information to provide the additional information in the required level of detail and format.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

The deadline for this information is very tight and during year end which is a peak period for budget and year end information, which makes planning and organizational skills key. It is critical that the incumbent have a plan for gathering information required from the various departments in order to provide the level of detail required in the time required.

List the types of resources required to complete this task, project or activity.

The incumbent requires various financial details from most departments within the College.

How is/are deadline(s) determined?

Internal deadlines are determined by the incumbent and the final deadlines are based on reporting requirements and audit availability.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

The audit timing may determine that changes are required to the schedule. The audit must be complete before the final information for consolidation can be finished. The incumbent is required to interpret the guidelines to ensure the financial information is translated and reported properly to MTCU who in turn reports to the province.

#### 4. Planning/Coordinating

##### #1 occasional (if none, please strike out this section)

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.


##### #2 occasional (if none, please strike out this section)

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.


## 5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
<input type="checkbox"/>	<input type="checkbox"/>	Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete specific tasks.	In budgeting for non-traditional revenue stream departments, the incumbent is responsible for providing finance knowledge and demonstrating budgeting practices, such as how the budget workbook is used, where data is entered, etc, to assist budget managers in completing budgets for their departments.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	In reconciling and resolving differences identified (e.g. Fleming College Toronto student reconciliation), the incumbent will identify variances and advise management and other departments of these variances. This analysis will be advisory in nature and other departments will utilize this analysis to make modifications in their respective data sets. Once variances are eliminated, the incumbent will recommend either the approval or modification of the invoice for payment to management. Approval will remain with management.

The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.

.

          

The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.

.

## 6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
Defined processes exist for Fleming College Toronto, Deferred Revenue analysis, and certain account analysis (e.g. international agent commissions). These duties are to be completed based on existing templates and procedures. The incumbent will have input into identifying areas of improvement based on their experience with the tasks or through comparison with other Schools. Improvements will be analyzed by the Manager and documented in the process when changes are made.	Verbal or written instruction will be provided for new or special tasks.

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
Defined processes exist for for Fleming College Toronto, Deferred Revenue analysis, and certain account analysis (e.g. international agent commissions).  Remaining tasks which tend to have more unique problems require referring to previous solutions, which often have to be customized or establishing new solutions.	

How is work reviewed or verified (eg. feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
Fleming College Toronto and Deferred Revenue analysis will be reviewed by Manager on a regular basis as determined (monthly/by term).  The budget analysis work is reviewed at completion, by discussion in most cases.	

## 6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?	
Regular and Recurring	Occasional (if none, please strike out this section)
Incumbent determines with Budget Manager the information required for analysis. The incumbent would then develop and design the report or spreadsheet required for analysis. The information gathered would be used for discussion with the Manager and Budget Manager when variances are identified and an action plan required for the Budget Manager.	

Describe the type of decisions that would be decided in consultation with the Supervisor.	
Regular and Recurring	Occasional (if none, please strike out this section)
Unusual accounting/budget/system errors or situations that have not been previously encountered. Manager will make decisions on how to resolve these situations.	

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
Incumbent is responsible for determining priority of various non-rush tasks to meet deadlines. Deadlines will be established by the Manager and ongoing discussions will occur if new priorities arise.	

## 7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M, I)*
How is it received?	How is it carried out?		
Clients would contact the incumbent to ask various budget account related questions by phone or email.	Incumbent would have to establish what was required and run a query to capture the data, analyze and respond back to the client.	All employees and budget managers	Daily
Clients would contact the incumbent to ask various program, course, funding related questions.	Incumbent would ask questions to develop an understanding of client information requirements. Based on this understanding a query or spreadsheet may need to be developed to meet the information needs.	Employees, Chairs, Director Accounting Operations, AVP Registrarial Services, Director FTS, Haliburton Principal, Budget Mangers.	Daily
Auditor would require various information for the financial and enrolment audit from the incumbent.	Incumbent would determine what the auditor is trying to achieve and how best to gather the related information to answer their question. It could involve an analysis of various information, query, spreadsheet or an explanation that justifies the reasonableness of the activity or balance in a tuition account.	Auditor	Semi annually

\* D = Daily    W = Weekly    M = Monthly    I = Infrequently



## 8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M, I)*
Exchanging routine information, extending common courtesy both verbally and in writing	Obtain information		D
Explanation and interpretation of information or ideas	Provide information, guidance to assist with budget issues	Budget Managers	D/W
	Provides information concerning student payments, reconciliation and deferred revenue	Finance/SMT	M
	Assist in the payroll activities	Payroll	W
	Prepare forecasts for specific lines of business	Finance Dept.	W
	Exchange/request information	Information Tech.	W
	Acts as a resource		

Imparting technical information and advice	Costing or target information		
	Resolve potential enrolment problems	SMT/ Budget Managers	I
	Guidance in access and interpretation of financial reports and queries	Employees involved with fees and course catalogue set up, Budget managers, Deans	W
	Identifies any unusual situations and seeks resolution to obtain changes to the processes implemented eg. Budget variances, enrolment changes	Budget managers	W
Instructing or training			
Obtaining cooperation or consent			
Negotiating			

\* D = Daily W = Weekly M = Monthly I = Infrequently

**9. Physical Effort**

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Sitting at desk/computer	D			X	X		

\* D = Daily    W = Weekly    M = Monthly    I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

- Light (up to 5 kg or 11 lbs)
- Medium (between 5 to 20 kg or 11 to 44 lbs)
- Heavy (over 20 kg or 44 lbs)


## 10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (eg. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (eg. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Reconciling Fleming College Toronto operations to prepare for reconciliation payment. Process occurs over multiple days due to large scale of data.	End of each semester for 2 weeks			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Analysis and reporting on deferred revenue for monthly reporting to governance.	M			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually No				

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Analysis of ad hoc accounts including international agent payments.	W			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? x Usually <input type="checkbox"/> No				

\* D = Daily W = Weekly M = Monthly I = Infrequently

### 11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
<input checked="" type="checkbox"/> acceptable working conditions (minimal exposure to the conditions listed below)	Office environment	D
<input type="checkbox"/> accessing crawl spaces/confined spaces		
<input type="checkbox"/> dealing with abusive people		
<input type="checkbox"/> dealing with abusive people who pose a threat of physical harm		
<input type="checkbox"/> difficult weather conditions		
<input type="checkbox"/> exposure to extreme weather conditions		
<input type="checkbox"/> exposure to very high or low temperatures (e.g. freezers)		
<input type="checkbox"/> handling hazardous substances		
<input type="checkbox"/> smelly, dirty or noisy environment		
<input type="checkbox"/> travel		
<input type="checkbox"/> working in isolated or crowded situations		
<input type="checkbox"/> other (explain)		

\* D = Daily M = Monthly W = Weekly I = Infrequently