

FINANCIAL ANALYST

Purpose of the Position

The Financial Analyst is responsible for generating financial analysis and reporting to contribute to the efficient operations and reporting functionality for Greater Victoria Harbour Authority. There will be a strong focus on capital assets as well as company wide metric reporting.

Position Links

Reporting to the Manager, Finance, the Financial Analyst develops and maintains relationships with:

Internal:

- Manager, Finance
 - Senior Accountant
 - Finance Administrator
- Marina, Property, and Maintenance Departments
- Other GVHA Corporate and Operations staff

External:

- Western Stevedoring
- Customers
- Vendors/Contractors
- Stakeholders/Public
- External resources, such as auditors

Specific Accountabilities

Analysis:

- Generates financial analysis for the finance and internal departments, as required
- Sets up and supports annual budget development
- Generates Special project/Capital project analysis and reporting
- Provides support for RFP and Business case preparation
- Assists with various metric reporting

Reconciliations:

- Performs monthly balance sheet account reconciliations – e.g. Fixed Assets, WIP and Land
- Performs quarterly and annual Common Area Maintenance reconciliations for tenants

Research:

- Researches and supports annual rate structures and reviews
- Researches new potential government or other funding opportunities
- Conducts research, prepares reports and provides some recommendations for financial decision-making purposes

Accounting Administration:

- Oversees/resolves customer issues with Finance Administrator and Operations Team
- Creates and maintains operating and capital project numbering system and advises appropriate staff of updates as required
- Enters lease data into financial accounting system
- Assists in development and monitoring of Finance policies and procedures
- Provides back up when required for Finance Administrator's:
 - Account Receivable duties - processes invoices, collects and reconciles customer payments and fees (EFT's, cash and credit card payments) including moorage, float home, electrical and commercial
 - Accounts Payable duties - processes invoices and payments
 - Purchase Order duties – sets up purchase orders
- Manages customer concession-based reporting such as percentage rent, fish offloading, facility maintenance fees, etc.
- Assists with providing actual compared to budget reports for expense accounts and projects as directed
- Assists with other finance projects and tasks when required
- Provides information and answers questions pertaining to GVHA harbour policies, port protocol, moorage rates, tourism, etc. from a financial perspective

Tools/Equipment

- Operates standard office equipment plus Point of Sale machine
- Operates computer for word processing, database, spreadsheets, electronic mail, calendar, internet, etc.
- Operates computer software which includes: Microsoft Dynamics GP, Property Management software, Microsoft Office Suite, Forecaster, Management Reporter, and SharePoint

Working Conditions

- Office environment
- Regular, full time position. Working hours are typically Mondays to Fridays, 8.30 a.m. to 4.30 p.m. with a 30-minute unpaid lunch break
- Public/customer relations
- Busy, open office environment

Experience and Education

- Post-secondary education in a related field, Certificate in Accounting minimum
- Minimum 5 years of accounting experience including operational accounting and reporting, internal control systems, and financial information systems

- Minimum of 2 years of project accounting experience
- Proficient with all MS Office applications
- Experience using accounting software (Microsoft Dynamics GP preferred)
- Experience maintaining filing and database systems

Knowledge, Skills, and Abilities

- Strong financial analysis and problem-solving capabilities
- Working knowledge of Accounts Receivable, Accounts Payable and General Ledger transactional processing
- Sound knowledge of appropriate controls and procedures to uphold accurate recording of financial and operational information and to meet internal control compliance requirements
- Excellent communication and customer service skills
- Excellent attention to detail skills
- Strong organizational skills
- Strong technical skills with an ability to learn and utilize multiple computer/software systems quickly
- Demonstrated team player
- Ability to confidently deal with challenging customers and respond to and resolve complaints
- Ability to exercise tact, good judgment, confidentiality and flexibility when dealing with internal and external customers/clients
- Ability to establish and maintain effective working relationships with a variety of individuals to meet GVHA's objectives
- Ability to concentrate in a diverse and busy environment
- Ability to organize and independently manage workload while taking into consideration changing priorities, tight deadlines, volume of work and available resources
- Ability to provide concise and accurate information orally and in writing, including reports and correspondence suitable to the audience
- Ability to adapt to changes in work environment, work assignments, and/or organizational priorities
- Ability to maintain confidentiality and integrity of all GVHA documents and information
- Ability to be reliable and punctual