

Budget Analyst

Position Details

Position Information

Position Title	Budget Analyst
Department/Unit	Financial Services
Location	Halifax
Posting Number	S09-19
Employee Group	DPMG
Position Type	Term
Duration of Contract (if applicable)	One (1) year
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$51,504 - \$69,683 per annum
Classification	ADM-05

Provisional Statement This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

About Dalhousie University Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary Dalhousie Financial Services strives to provide the highest quality financial services and information and ensure the effective stewardship of University assets to the benefit of students and scholarly activities. Financial Services is a core service unit of the University, providing services in areas of financial accounting, budgeting, procurement and risk management, cash management, and financial systems and policies. Reporting to the Manager, Budget Administration, the Budget Analyst is responsible for maintaining and monitoring the Operating budget for the University and provides consultation and support to units in the area of accounting, policy and budget administration.

Key Responsibilities

- Manage annual budget cycle, and act as first line support to budget unit administrators for selected budget units.
- Review budget submissions, mid-year and third quarter projections for accuracy and reasonableness; monitor budgets throughout the year.
- Provide guidance to department heads, administrators and Senior Administrators regarding financial issues.
- Provide ad hoc financial analysis as requested by Manager, Budget Administration, Director of Budgets and Financial Analysis, Assistant VP of Financial Services, or other

senior University officials.

- Authorize purchase orders, employment requisitions and facilities work orders on behalf of the Budget Office.

Note

Qualifications

Undergraduate degree (such as Commerce or Business Administration) or MBA, with a concentration in accounting or finance, plus approximately five years' relevant and progressively responsible experience (or an equivalent combination of training and experience), ideally in an academic environment. Professional accounting designation (i.e. CPA) is preferred. Demonstrated ability to handle complex and confidential matters with excellent judgement, discretion and tact and ability to multitask with frequent interruptions. Strong analytical and interpersonal skills, attention to detail in a high-volume environment required. Demonstrated proficiency with advanced Excel.

Job Competencies

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (<https://www.dal.ca/dept/leaders.html>), in particular:

- Integrity
- Respect & Inclusion
- Knowledge & Thinking Skills
- Communication
- Service

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Application Consideration

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Diversity Statement

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity.

Posting Detail Information

Number of Vacancies

One

Open Date

08/28/2019

Close Date

09/12/2019

Open Until Filled

Special Instructions to Applicant

Quick Link for Direct Access to Posting

<http://dal.peopleadmin.ca/postings/1378>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter