



## Senior Budget Analyst

Guelph, ON

**This permanent, full-time position is an exciting opportunity for an experienced accountant who is proficient with MS Excel, Cognos and Oracle Financials, or equivalent systems, to play a critical role on our budgets team within the University of Guelph's Office of Institutional Research and Planning.**

Reporting to the Director, Budgets and Resources Planning, you'll be accountable for the detailed analysis, maintenance, control and communication of budget information. With your strong service focus and high level of professionalism, you'll monitor and analyze the budgets for the University's colleges, academic units, and other administrative departments on a daily and monthly basis, to determine any potential problem areas, and subsequently initiate corrective action by working with the departments to create solutions.

As a Senior Budget Analyst, you'll also lead in the daily maintenance and control of the University Budget database (3,000 Faculty and Staff positions, 1,500 cost centres, and 2,100 projects), develop and prepare reports and analyses for internal or external purposes, and advise University departments in budget preparation and forecasting. Participating in service improvement and systems development and testing will be other key areas of involvement in this role.

### REQUIREMENTS

To assume the role of Senior Budget Analyst, you must have:

- An undergraduate degree and a professional accounting designation (CPA), with a minimum of three (3) years' related experience, or an equivalent combination of education and experience. A Masters in Business Administration (MBA) would be considered an asset.
- Proficiency with computers, including Microsoft Office, specifically Excel; reporting tools, e.g., Cognos, Tableau; and accounting systems, e.g., Oracle Financials.
- Above-average analytical and communication skills.
- A strong commitment to client service.
- A high degree of tact and diplomacy while dealing with sensitive information.
- The ability to work well in a team environment.
- Strong organization skills and the ability to manage multiple priorities and meet deadlines.

**NOTE:** This appointment is regularly performed on-campus but, due to the COVID-19 pandemic, will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

*The **University of Guelph** ([www.uoguelph.ca](http://www.uoguelph.ca)) is one of Canada's leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to improve life.*

To view a detailed posting for the role of Senior Budget Analyst, including application instructions, please go to our website at [www.uoguelph.ca/jobs](http://www.uoguelph.ca/jobs). Applications, quoting **Hiring #2020-0311**, must be sent to: [careers@uoguelph.ca](mailto:careers@uoguelph.ca).

**At the University of Guelph, fostering a [culture of inclusion](#) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.**