

ACADEMICS BUDGET OFFICER

Finance Department

Location: Remote
Position type: Full-time Term until September 2025
Salary: \$5,488 to \$7,292 per month

Job number: 24-011
Posting date: July 11, 2024
Closing date: Will begin reviewing resumes on July 22, 2024

ABOUT THE POSITION

The Budget Officer is a key member of the Finance department and works as a team with the Operations Budget Officer and reports to the Senior Financial Analyst. Duties entail compiling the College's yearly budget and quarterly projections, analyzing financial performance against projections, and providing support for financial statements when necessary. Sound working knowledge of budgeting, forecasting and financial reporting is required.

Responsibilities include:

- Prepares Academic and Continuing Education budgets and forecasts.
- Formulates enterprise workforce budgets using IT data and collaborating with HR to ensure up to date reporting.
- Collaborates with Operations Budget Officer to compile Budget and Forecast information into reports.
- Analyze financial variances, process chargebacks, calculate accruals, reconcile accounts, analyze financial statements, assist with audits, and guide Expenditure Officers on year-end processes.
- Responsible for managing attributes, requests, data analysis, financial issues, reports, and budget accounts.
- Flexible hours of work may include evenings and weekends.

QUALIFICATIONS AND EXPERIENCE

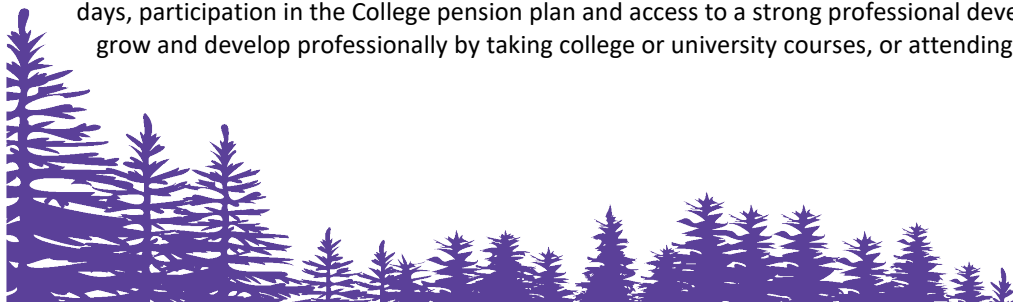
- Degree or Diploma in Accounting, Finance or Business or a combination of education and experience equivalency.
- Minimum three to four years of relevant or related experience in budgeting, accounting and financial reporting.
- Strong problem solving and analytical skills.
- Must be proficient with Microsoft office, particularly Excel, advanced spreadsheets and formula experience is preferred.
- Strong skills in organization, data entry and customer service.
- Effective verbal and written communication skills are essential.
- Knowledge or experience working with Unit 4 would be an asset.
- Demonstrated ability to work independently and provide sound decision making.
- Successful applicant will be required to provide a current police information check.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first-choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As a member of the Excluded Employment Group, you would have access to a number of benefits that include generous vacation days, participation in the College pension plan and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.



HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

