

Canadian Mennonite University invites applications for:**Financial Analyst****Full time**

The Financial Analyst is responsible to assist in all aspects of the monthly reporting cycle, and will provide accounting and administration for various aspects of the university's operations. The successful candidate will have a positive attitude and enthusiasm for accounting, and will enjoy the challenges of reconciliations and analysis. The position may qualify for work experience toward attaining a CPA designation.

Responsibilities:

- Complete month-end journal entries and account reconciliations
- Provide support and analysis for monthly and year-end financial reporting
- Provide support and analysis for the year-end financial statement audit
- Provide accounting support to CommonWord Bookstore and Resource Centre
- Analyze, report and remit tuition revenue to partner institutions
- Provide administration and reporting for faculty research grant funds
- Provide administration and reporting for long-term leases
- Prepare cash flow forecasts and monitor cash balances
- Prepare analysis and reporting for government filings including tax forms, charity information return and Stats Can reports
- Offer friendly and helpful assistance in response to inquiries from staff, students and visitors
- Provide other accounting support to the Finance Department as needed

Qualifications:

- A commitment to the Christian church, ability to empathize and engage effectively with CMU and its church constituency, and to be supportive of CMU's mission, purposes and programs
- 3-5 years of relevant education or experience and a strong knowledge of accounting
- A degree or diploma in accounting or business administration
- Enrolment in the CPA program is an asset
- Proficiency with Excel and previous experience with accounting software
- Knowledge of Quickbooks is an asset
- Excellent organizational and administrative skills
- Strong interpersonal skills and ability to work in a team environment
- Strong written and oral communication skills

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be reviewed upon receipt and will be accepted until this position is filled. Applicants should email a resume (PDF or Word document) along with the names of three references, in confidence to hrdirector@cmu.ca or to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd. Winnipeg, MB R3P 2N2