

Accounting Analyst (Permanent, full-time)

Hiring Range: \$68,964 - \$76,267

Benefits: Extended health, dental, life insurance, long term disability, pension, vacation, tuition benefit, travel medical coverage, Employee and Family Assistance Program

Work Location: On campus with opportunity of 2 days/week remote

POSITION PROFILE

The Accounting Analyst is responsible for the coordination of all functions related to the delivery of payroll for staff and faculty, including the disbursement and management of professional development and internal research funds as outlined in the University's collective agreements. The position is also responsible for the management and maintenance of the University's endowed funds, including transactions related to the University's long-term investments, its scholarships and bursaries, and the recognition of its spendable interest.

About St. Jerome's University

At St. Jerome's University, we embrace and celebrate the philosophy of educating the whole person – intellectually, physically, emotionally, and spiritually. Our commitment to academic excellence and to the integration of knowledge, research, and experiential learning allows us to inspire learning and discovery not only in our students but also in those with whom we interact. The University's mission focuses on preparing leaders who are conscious of the diversity, complexity and richness of the human experience and are formed here to contribute thoughtfully, creatively and positively to the common good of society. We foster a respectful, inclusive community that is centered on the well-being of our students, staff, and faculty, and the promotion of the common good, consistent with the ideals of the contemporary Roman Catholic Church.

How will you contribute as an Accounting Analyst?

- Administer and submit payroll, prepare payroll reporting, reconciliations and regulatory reconciliations in compliance with payroll policies, collective agreements and legislation.
- Collaborate with the Human Resources departments at St. Jerome's University and the University of Waterloo to coordinate benefits services to employees.
- Maintain the University's endowed funds and is responsible for transactions related to the University's long-term investments, scholarships and bursaries, spendable interest allocation, and deferred revenue recognition.
- Process and maintain the University's deferred contributions in compliance with accounting standards for not for profits.
- Prepare bank reconciliations, routine journal entries and reconcile general ledger accounts.
- Participate in the year-end reporting and auditing process, managing, and readying support documentation and information to ensure preparation for external auditors.
- Provide support in the yearly budgeting process to ensure accuracy of financial information and assist with the development of yearly projections.
- Prepare term-end reconciliation reports across all accounting processes and create ad-hoc reports to support department analytics and reporting requirements.
- Ensure compliance with University's Procurement Policy.
- Process all fixed asset transactions as per applicable accounting standards, including monthly depreciation schedules.

As a successful Accounting Analyst, you possess:

- Post-secondary education in an accounting-related field
- 3+ years of related experience in a finance and/or accounting role
- CPA designation or working towards strongly preferred
- Good working knowledge of payroll related rules and regulations and applicable accounting principles and standards
- Previous experience in the not-for-profit section, or with fund accounting an asset
- Demonstrated experience working with ADP or other Payroll/HR system an asset
- Ability to manage multiple priorities and processes to meet deadlines and achieve objectives
- A high degree of integrity and adherence to confidentiality of information
- Strong interpersonal, organizational, and communication skills
- Strong analytical skills with a commitment to accuracy and attention to detail
- Good working knowledge of sales tax and applicable accounting standards
- Demonstrated experience working with Microsoft Dynamics 365 an asset
- Advanced technical skills using Microsoft Excel Pivot Tables and VLOOKUP

The Way We Work & Live

At St. Jerome's, we embrace the Catholic philosophy of attending to the needs of our students as 'whole people' through education and formation, and this philosophy extends to the way we work with our employees. We strive to foster a culture where everyone feels welcome, supported, and can flourish personally and professionally.

St. Jerome's University is a Catholic University that welcomes people from all religious, cultural and socio-demographic backgrounds who embrace our mission and the importance of equity, diversity, inclusion, reconciliation, and accessibility as central to the mission of a Catholic university.

We acknowledge, with respect, that St. Jerome's University and the University of Waterloo reside and operate on the traditional territory of the Attawandaron, Anishinaabeg, and Haudenosaunee peoples. Our University is situated on the Haldimand Tract, the land Frederick Haldimand granted to the Haudenosaunee of the Six Nations of the Grand River in 1784 that includes 10 kilometers on both sides of the Grand River and extends from its source to Lake Erie.

We give thanks for the privilege to work and live on this land, and we are committed to building respectful relationships with Indigenous people and communities, to enhance our knowledge, and learn how we can have an active role in reconciliation.

To Apply: Please send your application to sjuhr@uwaterloo.ca by Sunday, December 14, 2025, Attention: Karen Radcliffe, Director, Finance and Accounting.

The University respects, appreciates, and encourages diversity. Applications from all qualified individuals are encouraged. Applicants must be legally eligible to work in Canada.