



## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>BUSINESS ENTERPRISE RETAIL FINANCIAL ANALYST</b>
<b>TYPE OF VACANCY</b>	<b>CONTRACTUAL</b>
<b>REPORTS TO:</b>	<b>ASSISTANT VICE PRESIDENT, BUSINESS ENTERPRISES</b>
<b>DEPARTMENT</b>	<b>OFFICE OF THE VICE PRESIDENT, FINANCE</b>
<p><b>SUMMARY:</b> The Business Enterprise Retail Financial Analyst will be responsible for the full scope of accounting and financial reporting functions for the Business Enterprise Unit (including UB North), which includes dining services, retail operations, vending, and facility rentals. This position will ensure accuracy in the general ledger, prepare financial reports for internal and external stakeholders, and support decision-making through financial analyses. The incumbent will also provide management oversight of all areas of the Business Enterprise Unit at the direction of the Assistant Vice President, ensuring business continuity and operational accountability.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Business Enterprise Retail Financial Analyst is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"><li>• Provide oversight and management of the Bookstore and the Facility Rental Assistant;</li><li>• Monitor inventory activities of all units closely to prevent shortages;</li><li>• Track, analyze and develop as needed key performance indicators (KPIs), including sales trends, inventory turnover, and gross margins;</li><li>• Monitor the facilities to ensure that they are properly maintained by championing ongoing improvements and maintenance with the assistance of facilities department;</li><li>• Assist the AVP with the implementation of new business opportunities that enhance retail and enterprise operations;</li><li>• Maintain accurate and up-to-date records of all financial transactions for Business Enterprise Unit entities;</li><li>• Prepare journal entries, accruals, adjustments, and corrections for posting as required;</li><li>• Perform monthly reconciliations of all BEU general ledger accounts, not limited to accounts receivable, accounts payable, inventory, and payroll allocations;</li><li>• Ensure that revenues, expenses, and capital expenditures are properly coded and allocated to the correct business unit;</li><li>• Monitor compliance with University policies, government regulations, and audit requirements;</li><li>• Assist in budget preparation, forecasting, and long-term financial planning for each</li></ul>	



UNIVERSITY  
OF THE BAHAMAS

## POSITION ANNOUNCEMENT

enterprise and for BEU departments;

- Provide financial insights to guide pricing strategies, cost containment, and revenue growth initiatives;
- Ensure all accounting software processes transactions accurately;
- Conduct profitability and cost analyses for dining, retail, vending, and facility rental operations and make appropriate recommendations for improvements;
- Prepare monthly, quarterly, and year-end closing activities to support the Finance Department in accordance with University accounting policies and accounting standards;
- Assist with the annual external audits as needed;
- Prepare timely and accurate financial statements for each Business Enterprise Unit, including income statements, balance sheets, and cash flow reports;
- Develop and distribute monthly management reports with variance analyses (budget vs. actuals);
- Provide internal reports to the AVP as requested and as needed;
- Provide supervisory oversight of Business Enterprise operations in the absence of the AVP;
- Ensure all staff receives fair and timely performance evaluations;
- Provide leadership, coaching, and training over direct reports and line staff;
- With the consultation and direction of the AVP, assign goals for each staff member and monitor ongoing performance to ensure goals are met;
- Ensure that all assigned goals are met in a timely manner;
- Assist the AVP in achieving all department and business entity's goals as assigned;
- Provide regular updates to the AVP on the goals;
- Perform any duties that may enhance the workflow of the Business Enterprise Unit or perform other related duties that from time to time that may be deemed necessary by the Manager.



UNIVERSITY  
OF THE BAHAMAS

## POSITION ANNOUNCEMENT

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**KNOWLEDGE, SKILLS & ABILITIES:**

- Experience preparing managerial reports for retail operations;
- Strong knowledge of general accounting principles, financial reporting, and reconciliations;
- Proficiency in accounting software, point of sale systems, and advanced Microsoft skills;
- Strong analytical skills, with the ability to interpret financial data and provide actionable recommendations;
- Excellent organizational, problem-solving, and communication skills;
- Ability to work independently and as part of a team, with proven leadership capacity.
- Possess strong financial and analytical acumen;
- Strong integrity and attention to detail;
- Strong organizational and time management skills;
- Strong leadership and supervisory capability;
- Results-oriented with a focus on continuous improvement;
- Must be able to work extended hours as required during peak business cycles;
- Occasional travel to other campuses may be required.

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**QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance, or related field required;
- Professional certification (CPA, ACCA, CMA, or equivalent) would be an advantage;
- Minimum of 10 years of progressive accounting and financial analysis experience, preferably in hospitality or retail environments.



# UNIVERSITY OF THE BAHAMAS

## POSITION ANNOUNCEMENT

**Requested Information:**

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written professional references.

<https://ubhrapply.info/PeopleFirst>

**Incomplete application packages will not be considered**

<b>Salary Grade</b>	<b>Contractual</b>
<b>Date Published</b>	December 9, 2025
<b>Application End Date</b>	December 22, 2025 or <b>until filled</b>
<b>Date to be Removed</b>	December 23, 2025

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Business Enterprise Financial Analyst.*