Invites applications for the following position(s):

**COMPETITION NUMBER: 387**

**C.U.P.E. Local 3338 – Continuing Position**

**CLERK, GRADE 7**

**CHEMISTRY**

**POSITION NUMBER: 116310**

**POSITION OUTLINE:**
Provides administrative, clerical, and financial assistance to the Manager, Academic and Administrative Services and the Department of Chemistry by processing work orders, cheque requisitions, journal vouchers, and budget transfers; producing reports for all operating and grant accounts; and processing travel and business expense claim forms for faculty, staff, students and guests. Reconciles the department's monthly operating accounts; monitors budgets and expenditures; prepares deposits, journal vouchers, and invoices; and administers petty cash. Assists the Manager with processing research and teaching assistant appointments and ensures submissions meet University regulations, granting agency guidelines and payroll requirements. Performs other duties and responsibilities consistent with the job description and classification on request. **Please note: This is a part-time position working 42 hours bi-weekly.**

**QUALIFICATIONS:**
- **High school and one year of post-secondary education, including formal training in bookkeeping/accounting procedures, spreadsheet, word processing and database applications, and office practices.**
- **3 years of related experience.**
- **55 wpm keyboarding skills with a high degree of accuracy.**
- **Excellent knowledge of bookkeeping and accounting principles.**
- **Good knowledge of manual and computerized record keeping systems and concepts.**
- **Good knowledge of standard office practices, methods and equipment.**
- **Good knowledge of university policies and procedures.**
- **Ability to use word processing, database, electronic mail and enterprise level financial information applications (e.g., Word, FileMaker Pro, SFU Connect, PeopleSoft, Sims, FAST, FINS) at an intermediate level.**
- **Ability to perform arithmetic calculations up to and including percentages with a high degree of accuracy.**
- **Excellent organizational skills including the ability to prioritize work.**
- **Ability to follow oral and written instructions accurately.**
- **Ability to maintain records with a high degree of accuracy.**
- **Ability to work independently and meet deadlines.**
- **Ability to multi-task with frequent interruptions and/or multiple deadlines.**
- **Ability to exercise mature judgment and initiative.**
- **Ability to handle confidential/sensitive material with discretion.**
- **Excellent attention to detail, analytical reasoning and problem-solving skills.**
- **Excellent interpersonal, written and oral communication skills.**
- **Ability to work additional hours as required.**
- **Ability to lift, move or carry equipment or materials up to 10 kg.**
- **Ability to work additional hours as required.**
- **Ability to lift, move or carry equipment or materials up to 10 kg.**
- **Or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**BI-WEEKLY SALARY:** $942.24

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #387** must be received in our office by **4:30 pm on July 27, 2016**, addressed to the attention of Jennifer Harrington, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)