Invites applications for the following position(s):

**COMPETITION NUMBER: 390**

Administrative and Professional Staff (APSA)

Temporary Position

FINANCIAL AND PROCUREMENT ANALYST, GRADE 9

FACILITIES SERVICES - ADMINISTRATION

POSITION NUMBER: 121000

**POSITION OUTLINE:**
The Financial and Procurement Analyst provides professional advice, consultation, and assistance to senior managers and staff to provide financial and budget planning support, and procurement compliance reporting. The Financial and Procurement Analyst is responsible for designing and developing a range of financial models, preparing financial and procurement compliance reports and reviewing budget estimates and proposals dealing with capital and non-capital projects.

**QUALIFICATIONS:**
- Bachelor’s degree in Business Administration with a professional accounting designation (e.g., CPA) and three years of related experience including experience in financial management, or an equivalent combination of education, training and experience.
- Good knowledge of procurement compliance regulations for the MASH sector.
- Excellent organizational and time management skills.
- Excellent leadership, interpersonal and communication (both oral and written) skills.
- Excellent financial analysis, budget planning, and financial management skills.
- Excellent analytical reasoning and quantitative analysis skills.
- Excellent conflict-resolution and problem-solving skills.
- Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization.
- Ability to maintain strict confidentiality, exercise initiative, diplomacy and discretionary judgment.
- Proficient in the use of spreadsheets, databases and enterprise-level financial applications.

**SALARY RANGE:** $63,531 to $75,864 per annum

**START DATE:** ASAP

**POSITION END DATE:** For one year

A detailed resume and cover letter quoting Competition #390 must be received in our office by 4:30 pm on July 19, 2017, addressed to the attention of Bela Barros, Human Resources Advisor. Please follow the application instructions at: 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.

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