Invites applications for the following position(s):

**COMPETITION NUMBER:** 437

C.U.P.E. Local 3338 – Continuing Position
CLERK, GRADE 7
FACULTY OF HEALTH SCIENCES
POSITION NUMBER: 115016

**POSITION OUTLINE:**
Provides administrative, clerical and financial assistance to the Faculty of Health Sciences in support of the departmental operating budget and all internal and external start-up and research grants and projects. Provides assistance to faculty and staff regarding the interpretation of university policies and procedures and research accounting guidelines. Monitors budgets and expenditures for the Faculty and its members. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High School graduation 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 skill with a high degree of accuracy.**
- Good knowledge of manual and computerized record keeping systems and concepts.
- Good knowledge of purchasing practices.
- Excellent knowledge of bookkeeping and accounting principles.
- Good knowledge of standard University policies and procedures.
- Excellent organizational, interpersonal and communication (verbal and written) skills.
- Excellent attention to detail.
- Good analytical reasoning skills and problem-solving skills.
- Ability to use computerized word processing, spreadsheet, database, electronic mail and enterprise level information/accounting applications (e.g., MS Word, Excel, SFU-Connect, Peoplesoft/HAP, FAST/FINS, TRACS) at an intermediate level.
- Ability to perform arithmetic calculations up to and including percentages with a high degree of accuracy.
- Ability to train others on the use of financial reporting systems (e.g., FAST).
- Ability to research and understand external grant rules and regulations.
- Ability to maintain records with a high degree of accuracy.
- Ability to multi-task with frequent interruptions and/or multiple deadlines.
- Ability to work independently and meet deadlines.
- Ability to exercise mature judgment and initiative, particularly in problem-solving situations.
- Ability to handle confidential/sensitive material with discretion.
- While this position is located at the Burnaby campus, incumbent may be required to work at the Harbour Centre campus one day a week.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**BI-WEEKLY SALARY:** $1,599.46

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #437** must be received in our office by **4:30 pm on July 31, 2017**, addressed to the attention of Monica Swanson, 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.

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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](http://www.sfu.ca/jobpostings)