Invites applications for the following position(s):

COMPETITION NUMBER: 447
Administrative and Professional Staff (APSA)
Temporary Position
MANAGER, OPERATIONS AND FINANCIAL ANALYSIS, GRADE 9
BEEDIE SCHOOL OF BUSINESS
POSITION NUMBER: 112741

POSITION OUTLINE:
The Manager, Operations and Financial Analysis directs the day-to-day operational management for the Beedie School of Business Burnaby Campus. Provides financial advice, analysis, forecasting, budgeting, and transaction processing for salary and operating budgets. Drafts and implements financial and administrative policies and procedures for Beedie’s faculty and staff based on interpretation of SFU policies and workflow requirements.

QUALIFICATIONS:
- Bachelor’s degree in Commerce or Business Administration and a professional accounting designation (e.g., CPA) and five years of related experience including experience in financial and human resource management, facilities management, and project management, or an equivalent combination of education, training, and experience.
- Excellent knowledge of financial concepts, theory, standards and practice.
- Good knowledge of facilities management.
- Proficient in the use of spreadsheet, database, and enterprise level financial applications.
- Excellent interpersonal and communication (verbal and written) skills.
- Excellent organizational, quantitative, analytical reasoning, problem-solving and research skills.
- Ability to write procedures and to train staff.
- Ability to comprehend, analyze, interpret and develop policies and procedures.
- Ability to demonstrate diplomacy and to handle confidential and sensitive situations with discretion.
- Ability to provide consultative advice and collaborate with managers and staff, and other members of the university community.
- Ability to maintain excellent attention to detail.
- Ability to exercise initiative and to meet strict deadlines.

SALARY RANGE: $63,531 to $75,864 per annum
START DATE: ASAP
POSITION END DATE: September 7, 2018

A detailed resume and cover letter quoting Competition #447 must be received in our office by 4:30 pm on August 8, 2017, addressed to the attention of Francesca Turrell, 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.

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