Invites applications for the following position(s):

COMPETITION NUMBER: 567
C.U.P.E. Local 3338 – Temporary Position
CLERK, GRADE 8
RESEARCH ACCOUNTING
POSITION NUMBER: 62639

POSITION OUTLINE:
As directed, provides senior clerical accounting support for all research contracts/grants administered by the University. Receives and reports on all research contracts/grants. Performs overall reconciliation and provides financial reports, claims, and invoices for internal and external users, as and when required. Reviews and processes research contract/grant expenditures and encumbrances by verifying validity and documentation to ensure compliance with granting agencies and university regulations. Maintains knowledge of and interprets and implements external agency and university regulations, guidelines, and procedures governing use of research funds and communicates these requirements to users. Monitors and performs the collection of funds from funding agencies. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at Discovery 2, 8900 Nelson Way, Burnaby, BC.

QUALIFICATIONS:
- **High school graduation and completion of a two year post-secondary Accounting Diploma with transferable credits towards Certified Professional Accountant (CPA) designation.
- **4 years of related experience.
- Good knowledge of post-secondary financial recording and reporting, policies and procedures, project accounting, and funding agency guidelines.
- 50 wpm keyboarding skill with a high degree of accuracy.
- Excellent accounting and record keeping skills with ability to maintain attention to detail and accuracy.
- Excellent problem-solving, analytical, and organization skills.
- Excellent communication skills (both oral and written).
- Excellent interpersonal skills.
- Ability to use enterprise financial management systems and in-house queries to run reports for account reconciliations.
- Ability to use Excel spreadsheets at an intermediate level.
- Good knowledge of use of Excel pivot tables.
- Ability to use database and word processing applications (e.g., Word) at an intermediate level.
- Ability to work independently and meet deadlines.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $24.33
START DATE: ASAP
POSITION END DATE: March 31, 2018

A detailed resume and cover letter quoting Competition #567 must be received in our office by 4:30 pm on September 20, 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.

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