Invites applications for the following position(s):

COMPETITION NUMBER: 677
C.U.P.E. Local 3338 – Temporary Position
CLERK, GRADE 6
SCHOOL OF MECHATRONIC SYSTEMS ENGINEERING
POSITION NUMBER: 122628

POSITION OUTLINE:
Provides administrative, clerical and financial assistance to the School of Mechatronic Systems Engineering (MSE) in support of the departmental and special programs/projects operating budget and all internal and external start-up and research grants and projects. Provides information to faculty and staff regarding university policies and procedures and research accounting guidelines. Monitors budgets and expenditures for the School and faculty members. Performs other duties and responsibilities consistent with the job description and classification on request.

Please note: This position is located at Central City, Surrey, BC.

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 word processing, spreadsheet, database, email and enterprise level information/financial applications (e.g., Word, Excel, Access, SFU-Connect, Peoplesoft, TRACS) at an intermediate level.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to train others on the use of financial reporting systems (e.g., FAST).
- 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
- Ability to handle confidential/sensitive material with discretion.
- While this position is located at the Surrey campus, incumbent may be required to travel to Burnaby campus periodically.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $21.45
START DATE: ASAP
POSITION END DATE: For 12 months

A detailed resume and cover letter quoting Competition #677 must be received in our office by 4:30 pm on November 16, 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.

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