Invites applications for the following position(s):

COMPETITION NUMBER: 684

Administrative and Professional Staff (APSA)
Temporary Position

ASSOCIATE DIRECTOR, STUDENT FINANCIALS, GRADE 9
STUDENT SERVICES – STUDENT ACCOUNTS
POSITION NUMBER: 113197

POSITION OUTLINE:
The Associate Director, Student Financials, is responsible for ensuring the integrity of financial information for all University students (more than 30,000) with student fees receivables of approximately $200M. The Associate Director assists in the development of specifications for system enhancements of the PeopleSoft Student Financials module. The incumbent provides professional advice, consultation and/or assistance to University staff, faculty, and students for financial implications of student fees receivables; reviews student financial information and fees receivables to ensure integrity; and calculates revenues and expenses by conducting detailed critical analyses of past and current operations. The Associate Director coordinates student related financial data, account set-up and revisions; participates in the development of costing and forecasting models; designs and maintains student financial reports; designs and develops training sessions for Student Services staff regarding student financial transactions; provides guidance and mentorship to assist Student Services staff with understanding student financials; and supervises two Accounting Assistants.

QUALIFICATIONS:
• Undergraduate degree in accounting, finance, business, economics or related field and an accounting designation (e.g., CGA, CMA, CA) and five years of related experience or an equivalent combination of education, training and experience.
• Excellent organizational, quantitative, analytical reasoning, problem-solving, and time management skills.
• Excellent interpersonal and communication (both oral and written) skills.
• Excellent supervisory and mentoring skills.
• Excellent financial analysis, planning, and fiscal management skills.
• Intermediate knowledge of and ability to use spreadsheet, database, and enterprise financial applications/systems.
• Ability to ensure integrity and accuracy of financial information.
• Ability to maintain strict confidentiality, exercise initiative, diplomacy and discretionary judgment.

SALARY RANGE: $63,531 to $75,764 per annum
START DATE: ASAP
POSITION END DATE: May 22, 2018

A detailed resume and cover letter quoting Competition #684 must be received in our office by 4:30 pm on November 20, 2017, addressed to the attention of Deborah Walker, 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