Invites applications for the following position(s):

**COMPETITION NUMBER: 751**

Administrative and Professional Staff (APSA)

Continuing Position

FINANCIAL ANALYST, GRADE 9

INDUSTRY ENGAGEMENT, RESEARCH OPERATIONS UNIT

POSITION NUMBER: 122819

SFU’s Research Operations unit is looking for a dynamic individual to join our team at the Burnaby Campus as our key Financial Analyst. This role is multi-faceted, involving consultation and problem solving for major infrastructure and research grants, working with our project managers on complex financial reporting, and budget management for a $3.5M operating budget. Since you’ll be interacting with faculty, external sponsors and partners, you have excellent communications skills - both written and in-person. As we work on both proposals and post-award management, you’re comfortable in those two very different financial environments, and can effectively function as a bridge between project managers and accounting staff. If you’re looking for an interesting challenge, check out this unique opportunity.

**POSITION OUTLINE:**
The Financial Analyst manages the annual budget planning process and internal/external financial reporting; and the operating and specific purpose budgets and funds within the portfolio and office of the Executive Director, Research Operations (EDRO). The Financial Analyst provides financial administrative advice, consultation, assistance, and problem solving to the unit Directors reporting to the EDRO and supports the development and claims process for major institutional infrastructure awards. Please note: This position is located at Discovery 2, 8900 Nelson Way, Burnaby, BC.

**QUALIFICATIONS:**
- Bachelor’s degree in Business Administration (Accounting major), with a professional accounting designation (CPA), and five years of related work experience, including experience in financial management within a corporate or university environment, or an equivalent combination of education, training, and experience.
- Excellent financial, budget management, accounting, and administrative skills.
- Excellent interpersonal and communication skills (verbal, written and presentation).
- Excellent organizational, analytical, and problem-solving skills.
- Ability to provide consultative advice and to collaborate with others.
- Ability to explain and apply policies.
- Ability to demonstrate tact and diplomacy.
- Ability to maintain strict confidentiality.
- Proficient in the use information technology applications specific to financial management and administration.

**SALARY RANGE:** $63,531 to $75,864 per annum

**START DATE:** ASAP

A detailed resume and cover letter quoting Competition #751 must be received in our office by 4:30 pm on January 8, 2018, 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