Invites applications for the following position(s):

COMPETITION NUMBER: **772**

Administrative and Professional Staff (APSA)

Temporary Position

**BUDGET COORDINATOR, GRADE 7**

**FACULTY OF COMMUNICATION, ART AND TECHNOLOGY – OFFICE OF THE DEAN**

POSITION NUMBER: 122730

**POSITION OUTLINE:**
Under the direction of the Director, Financial and Resource Planning, the Budget Coordinator provides day-to-day management of the Dean’s Office operating, specific purpose, research, grant-funded, and endowment funds. The incumbent works closely with departmental managers and provides advice on financial and budget procedural issues. The Budget Coordinator collaborates with the Supervisor in the development of budgetary policies and procedures in order to maintain an integrated financial system for the Centre. The incumbent of the position coordinates the compilation, analysis, and reporting of statistical and survey data.

**QUALIFICATIONS:**
- Undergraduate degree and three years of related experience including experience in budget management; or an equivalent combination of education, training, and experience.
- Excellent knowledge of accounting procedures and principles.
- Proficient in the use of spreadsheet, invoicing and database applications.
- Excellent organizational, time management, analytical, and problem-solving skills.
- Excellent interpersonal skills.
- Excellent communication skills (verbal and written).
- Ability to multi-task, set and accomplish goals independently, establish priorities, and meet deadlines.
- Ability to maintain confidentiality.

**SALARY RANGE:** $54,900 to $65,561 per annum

**START DATE:** ASAP

**POSITION END DATE:** June 30, 2018

A detailed resume and cover letter quoting Competition #772 must be received in our office by 4:30 pm on January 2, 2018, 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](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](http://www.sfu.ca/jobpostings)