Invites applications for the following position(s):

**COMPETITION NUMBER: 014**

**C.U.P.E. Local 3338 – Temporary Position**

**CLERK, GRADE 7**

**GRADUATE STUDIES**

**POSITION NUMBER: 106918**

**POSITION OUTLINE:**
Under the direction of the supervisor, prepares and completes budget and accounting work pertaining to the administration of all merit-based scholarships, fellowships and award programs for graduate students in all graduate programs at SFU, derived from the University’s Graduate SBA (Scholarships, Bursaries & Awards) budget, externally-funded scholarships (on behalf of federal, provincial and private sector agencies), endowed and annual awards, faculty-funded awards, the Graduate Studies (DGS) operating budget, and specific purpose funds. Researches, interprets and implements policies, regulations, guidelines and procedures governing the use of scholarship and operating funds from University sources as well as from a variety of federal, provincial and private granting agencies. Identifies, reviews and initiates graduate award payments, validates the accuracy of student award data, investigates and resolves discrepancies prior to disbursement of awards every academic term. Prepares financial information and reports for internal and external users, reviews accounting records and investigates irregularities. Performs reconciliations of graduate scholarships, fellowships, awards, and operating accounts for approval by the supervisor. Acts as a resource on financial matters pertaining to award administration and provides assistance to students, faculty, administrators, staff and external agencies’ personnel regarding the interpretation of University policies and procedures and external funding regulations. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High school graduation and one year of post-secondary education in a recognized accounting program.**
- **3 years of related experience.**
- **55 wpm keyboarding skill with a high degree of accuracy.**
- Ability to use spreadsheet, database, word processing and email applications (e.g., Excel, FileMaker Pro, MS Word, SFU Connect) at an intermediate level.
- Ability to use enterprise-level resource planning systems (e.g., PeopleSoft HAP, FINS, SIMS) and financial reporting applications (e.g., FAST) at an intermediate level.
- Excellent accounting and record-keeping skills with excellent attention to detail and a high degree of accuracy.
- Excellent analytical, research and problem-solving skills.
- Ability to perform complex account reconciliations of large dollar amounts with a high degree of accuracy.
- Ability to compile large volumes of data and prepare statistical reports.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational and prioritization skills.
- Knowledge of post-secondary financial recording and reporting, policies and procedures.
- Ability to research, understand and interpret external funding agencies’ policies and guidelines.
- Ability to multitask and complete a high volume of work to meet frequent deadlines.
- Ability to exercise initiative and be resourceful in handling matters of a non-routine nature requiring the interpretation of policies and guidelines.
- Ability to exercise mature judgment, tact and discretion in matters of a confidential nature.
- Ability to work independently with minimal supervision, and as part of a team.
- Ability to work occasional evenings or weekends at peak periods.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $22.84

**START DATE:** ASAP

**POSITION END DATE:** November 2, 2018

A detailed resume and cover letter quoting Competition #014 must be received in our office by **4:30 pm on January 15, 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.

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)