Invites applications for the following position(s):

COMPETITION NUMBER: 020
C.U.P.E. Local 3338 – Continuing Position
CLERK, GRADE 7
BOOKSTORE
POSITION NUMBER: 64510

POSITION OUTLINE:
Provides centralized accounting services for all SFU Bookstore locations by prioritizing, processing, and monitoring the accounts receivables/payables using manual and computerized systems; maintains accurate and current data in the integrated retail operating system as well as generates computerized and manual reports. Trains, assigns and checks the work of clerical support staff; reviews and reconciles the internal cash-up/deposits for the Bookstores and the day-to-day banking services for University departments. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: An Internal Candidate has been identified.

QUALIFICATIONS:
- **High school graduation and one year of post-secondary education which includes courses in accounting and related software applications; spreadsheet applications.**
- **3 years of related experience.**
- 50 wpm keyboard skills with a high degree of accuracy.
- Ability to use e-mail and spreadsheet applications (e.g., SFU Connect, Excel) at an intermediate level.
- Ability to use computer-based accounting systems and integrated retail operating systems (e.g., Peoplesoft, Sequoia Retail Systems) at an intermediate level.
- Ability to use word processing applications (e.g., Word) at a basic level.
- Ability to prioritize tasks/procedures.
- Ability to train, assign and check the work of others.
- Ability to work independently, and as part of a team.
- Ability to add, subtract, multiply, and divide numbers with a high degree of accuracy.
- Ability to complete a high volume of work within deadlines.
- Ability to legibly record information.
- Ability to maintain records with a high degree of accuracy.
- Good knowledge of standard accounting practices and procedures.
- Excellent organizational skills.
- Good problem-solving skills.
- Good interpersonal and oral communication skills.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

STARTING SALARY: $1,599.46  (BI-WEEKLY RATE: $1,599.46, ANNUAL RATE: $41,728.79)
START DATE: ASAP

A detailed resume and cover letter quoting Competition #020 must be received in our office by 4:30 pm on January 15, 2018, addressed to the attention of Monica Swanson, 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