Invites applications for the following position(s):

COMPETITION NUMBER: 021

C.U.P.E. Local 3338 – Continuing Position
CLERK TYPIST, GRADE 8
UNIVERSITY ADVANCEMENT
POSITION NUMBER: 339

POSITION OUTLINE:
Reporting to the Manager, Donations Processing, this position accurately records, processes, acknowledges and maintains all records of donations, pledges and pledge payments received through campus, alumni, corporate, foundation and individual fundraising by Simon Fraser University, and ensures that computer and paper files are kept current and correct. This position receives instructions, and information about new donations, pledges and pledge payments from fundraisers, individuals across campus, and donors, and collaborates with team members in the recording and acknowledgement of all charitable donations, pledges and pledge payments, tax receipts and reminders wherever necessary. Liaising with Financial Services, this position is required to process and deposit cheques, cash, money orders, and credit cards, issuing charitable tax or business receipts where eligible, and to print an appropriate donation acknowledgement for mailing. This position receives and records the University Advancement online gifts and issues acknowledgement letters and tax receipts according to the established gift processing procedures. This position monitors the University Advancement online bank account for accuracy; performs bank reconciliations; and reports errors to Finance. Provides financial documentation support to the Manager, and Director of Advancement Services, the Executive Director, Vice President and Faculty-based Advancement Directors by providing donor fund summaries, analyses, and donation histories using information downloaded from the Blackbaud eCRM database and assists in CRA and internal audits. Trains, assigns and checks the work of a temporary assistant hired during the spring and fall Alumni Annual Appeal Student Calling Program. 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 or formal program equivalent including courses in office practices, business administration, fundraising, and/or event planning.
- **3 years of related experience.
- 55 wpm keyboarding skill with a high degree of accuracy.
- Ability to use computerized database, accounting, spreadsheet, word-processing and electronic mail applications (e.g., Blackbaud eCRM, Peoplesoft/FAST, Excel, Word) at an intermediate level.
- Ability to research and understand Canada Revenue Agency rules and regulations as they pertain to charitable donations.
- Ability to process and reconcile a high volume of financial transactions quickly and with a high degree of accuracy.
- Ability to work accurately with figures and attention to details.
- Ability to handle heavy workload and meet deadlines.
- Ability to work as a member of a team.
- Ability to train, assign and check the work of positions at a lower classification.
- Ability to handle confidential/sensitive material with discretion.
- Ability to exercise mature judgment and initiative.
- Excellent knowledge of basic accounting and bookkeeping procedures.
- Intermediate knowledge of computerized record keeping systems and concepts.
- General knowledge of university programs, policies and procedures.
- Excellent interpersonal, oral and written communication skills.
- Excellent organizational skills.
- Good analytical reasoning and problem-solving skills.
- Ability to lift, move or carry office materials up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.
STARTING SALARY: $1,703.42  (BI-WEEKLY RATE: $1,703.42, ANNUAL RATE: $44,441.04)
START DATE: ASAP

A detailed resume and cover letter quoting Competition #021 must be received in our office by 4:30 pm on January 17, 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