Invites applications for the following position(s):

COMPETITION NUMBER: 268

Administrative and Professional Staff (APSA)
Temporary Position
COORDINATOR, FINANCIAL ADMINISTRATION, GRADE 6
BEEDIE SCHOOL OF BUSINESS
POSITION NUMBER: 123506

POSITION OUTLINE:
The Coordinator, Financial Administration, administers Beedie School of Business (Beedie)'s operating budget and provides research grant financial administration in consultation with the supervisor. The Coordinator provides advice on administrative budget policies and provides administrative support to Beedie’s finance management team for day-to-day operations of its operating budget as well as the financial administration of its research, endowment and specific purpose funds. The Coordinator serves as a resource for faculty researchers and grant holders and assists with the administration of payroll documentation and timesheet reporting.

QUALIFICATIONS:
- Bachelor’s degree in Business Administration or related discipline, and two years of related experience in financial administration, research grant financial administration or an equivalent combination of education, training and experience.
- Good knowledge of accounting principles and procedures.
- Good knowledge of Canadian granting agency regulations and excellent grant financial administration skills.
- Good knowledge of the University's general and administrative policies, procedures, and processes.
- Excellent organizational, analytical reasoning and problem-solving skills.
- Excellent interpersonal and communication (verbal, written and presentation) skills.
- Ability to prepare reports and maintain records with a high degree of accuracy.
- Ability to handle confidential/sensitive material with discretion.
- Ability to exercise mature judgment and initiative.
- Ability to work with high volumes of work, set priorities and meet strict deadlines, while maintaining a high level of accuracy.

SALARY RANGE: $50,994 to $60,896 per annum
START DATE: ASAP
POSITION END DATE: 6 months

A detailed resume and cover letter quoting Competition #268 must be received in our office by 4:30 pm on May 9, 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