Accountant - Tri-Council Awards

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply. People are also encouraged to self-identify as a member of one of these groups.

Professional and Managerial Group

Accountant - Tri-Council Awards

Research Financial Services

Temporary full-time from May 2016 to July 31, 2017

Hiring #: 2016-0111

Please read the Application Instructions [1] before applying.

Reporting to the Manager, Tri-Council Awards, the Accountant - Tri-Council Awards will have excellent organizational skills and strict attention to detail as well as the ability to prioritize and adapt to competing demands. The incumbent must have excellent problem solving and analytical skills, exercise initiative and communicate effectively with numerous stakeholders.

Specific duties include: Preparing financial reports capturing funding and expenses along with required account reconciliations, ensuring awards are being administered appropriately and within budget. Reviewing expenses and ensuring compliance with Tri-Agency guidelines and educating faculty and other stakeholders on Tri-Agency requirements.

Requirements of the position include: A university undergraduate degree and a professional accounting designation (CPA) complete or near completion, together with a minimum of 5 years of related experience; experience in developing financial reports and monitoring variances; comprehensive knowledge of current computer financial software, MS Office Suite and experience in public sector financial management preferred. The incumbent will also bring a positive attitude and high energy level to their role every day as they complete their tasks ensuring that the University is effectively managing its reporting and compliance requirements for all Tri-council funding.

Covering Position Number 595-010
Classification P05

Posting Date: 2016 03 09
Closing Date: 2016 03 23

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply