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.

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Financial Officer
Research Trust Accounts, Financial Services
Temporary full-time from May 2016 to July 31, 2017
Temporary absence of the regular incumbent

Hiring #: 2016-0120

Please read the Application Instructions [1] before applying

Reporting to the Manager, Research Grants and Contracts (Other Government and Industry), the Financial Officer will be joining the University of Guelph for a 1 year contract. The incumbent will be responsible for preparing financial reports (including supporting documentation) and invoices for submission to sponsors in accordance with sponsor guidelines. The incumbent will conduct required monitoring of expenses, collection of research funding, indirect cost journal entries and account reconciliations as necessary.

The Financial Officer, Research Trust Accounts will liaise with funding sponsors to resolve any outstanding problems, seek clarification and guidance in order to effectively assist researchers and Department Administrators in the Financial Administration of Research awards. The incumbent will work closely with the Office of Research, Researchers and Department administrators to communicate expense eligibility and sponsor requirements. The incumbent will provide appropriate training and support to ensure all required financial deliverables are completed on time and in the prescribed format, paying careful attention to the accuracy of submissions.

Requirements include: completion of post secondary program in accounting or business is required (undergraduate degree preferred) with a minimum of two years related accounting and University experience; excellent computing skills (Microsoft Office, reporting tools eg. Oracle, FRS) are essential; above average analytical and communication skills and a strong commitment to client service. This position requires a high degree of tact and diplomacy while dealing with sensitive issues. The incumbent must work well in a team environment.

Covering Position 595-005
Classification USW, Local 4120 Salary Band 5*
Normal Hiring Range $23.60 - 26.37

*Tentative evaluation; subject to committee review

Posting Date: 2016 03 09
Closing Date: 2016 03 16

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