Financial Officer

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

Financial Officer

Research Financial Services, Financial Services

Temporary full-time from June 1, 2019 to July 31, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0255

Please read the Application Instructions before applying

The Financial Officer will be responsible for preparing financial reports 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 will liaise with funding sponsors to resolve any outstanding problems, seek clarification and guidance 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: Two year community college program in Business Administration, Accounting or a related field (undergraduate degree in Business Administration preferred) and a minimum of one year related experience. An equivalent combination of education and experience may be considered. Experience working in a university setting and previous exposure to university finance systems would be considered an asset. Additional requirements include: excellent computing skills (Microsoft Office including word processing, spreadsheets, databases, presentation and reporting tools); demonstrated analytical and communication skills; a strong commitment to client service; ability to work independently or in a team; and a high degree of accuracy, attention to detail and problem-solving skills. This position requires a high degree of tact and diplomacy while dealing with sensitive issues. Excellent time management, organization and prioritizing skills are required. Experience in a large financial environment preferred.

Covering Position Number 595-014
Classification USW, Local 4120 Salary Band 5
Normal Hiring Range $25.16 - $28.11 per hour

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 05 06
Closing Date: 2019 05 13

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