Financial Officer

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Professional and Managerial Group

Financial Officer

Research Innovation Office, Office of Research

Temporary full-time from July 29, 2019 to July 28, 2023

Hiring #: 2019-0385

Please read the Application Instructions [1] before applying

The primary mission of the Research Innovation Office is to maximize the potential economic, social and environmental benefits of University of Guelph research, inventions and ideas. We do this by supporting patents and licensing of inventions, promoting relationships with external organizations and companies, and fostering an innovative and entrepreneurial campus culture.

Reporting to the Associate Director, the Financial Officer will manage financial and related reporting activities within the portfolio of the Research Innovation Office with a high degree of diligence and accuracy. The Financial Officer will also take an active role in identifying and mitigating risks, as well as developing and implementing processes to improve the function of the Research Innovation Office.

Financial activities include, but are not limited to:

- Managing expenses related to inventions, including costs associated with protecting intellectual property
- Reviewing accounts and making journal entries
- Soliciting payments and issuing invoices
- Distribution of revenues to colleges, departments, partners and inventors

Reporting activities include, but are not limited to:

- Developing monthly analytical reports and dashboards in relation to Research Innovation Office activities;
- Developing and maintaining metrics that help RIO tell its story and track performance;
- Collaborate on annual reporting to internal and external organizations

In addition to financial and reporting activities, the Financial Officer will act as a resource and advisor to the Associate Director(s) and Executive Director of the Research Innovation Office on financial matters, and will work diligently to mitigate risks and seek continuous process improvements.

The successful candidate will be a problem solver capable of thinking both analytically and creatively to improve outcomes and provide trusted advice related to financial matters. The candidate will be an organized and diligent individual with a client focus, with a demonstrated ability to work independently and a keen interest in continuous improvement.

Required background:

- Accounting designation, such as CPA
- A Bachelor’s degree in a related field
• 3 years relevant experience

Classification Grant/Trust Fund position, P04 (P&M grid)

Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] 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 07 15
Closing Date: 2019 07 29

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