Junior Accountant, Research Financial Support

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Junior Accountant, Research Financial Support

Research Financial Services
Temporary full-time from August 2023 to July 31, 2025
Three (3) positions
Hiring #: 2023-0426

Please read the Application Instructions [1] before applying

Research Financial Services provides assistance and guidance to meet the financial administrative requirements of sponsored research awards. We prepare financial reports for research awards while supporting the University community by ensuring compliance with university policies and procedures, government regulations and the requirements of all research sponsors. Our team consists of Senior Managers, Accountants and Financial Officers.

Reporting to the Senior Manager, Research Financial Support, the Junior Accountant, Research Financial Support is key to the achievement of effective operations, including management accounting and compliance with applicable laws, regulations, and guidelines. The Junior Accountant – Research Financial Support has a close working relationship with researchers, key positions in Financial Services, Office of Research Services, and Offices within the Colleges.

This position is responsible for providing analysis and ad hoc reporting to Accountants, Research Financial Support, as it relates to departmental expenses, purchase orders and p-card transaction as well as the administration of the above. In addition, the position is required to accurately maintain tracking of various research grants and process the journal entries against the said research grants to ensure the grant funding is spent as per the budget. This position is also responsible for maintaining effective communication with department faculties and providing enhanced services.

The duties are complex, and the consequence of error is high, requiring a high level of attention to detail and involving considerable intellectual demands. The ability to work effectively in an evolving and innovative environment and the ability to balance competing deadlines, priorities and tasks is critical to being successful in the position. The successful applicant will work collaboratively within a team as well as independently and must have the ability to work under pressure in a fast-paced environment while balancing competing deadlines and multiple projects simultaneously. This position requires considerable professional judgment and superior communication skills. The need to be flexible to meet the expectations of members within the College(s), and beyond is required.

Requirements of this position include:

- An Undergraduate degree in accounting or a related field, along with at least one (1) year of related experience. A professional accounting designation (CPA) or on track to certify within 12 – 18 months is required.
- Experience in an accounting role in an organization using fund accounting practices is preferred.
- Demonstrated commitment to cultivating a positive workplace culture;
- Superior attention to detail, focus and professional competencies in accounting practice are required to manage discrete accounts with varying degrees of complexity and volume;
- Familiarity with an academic environment and culture is an asset;
- Demonstrated analytical and problem solving skills;
Junior Accountant, Research Financial Support
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- Exceptional organizational skills and the ability to meet deadlines and adapt to changing priorities;

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 research funding.

Position Number         595-TFT  
Classification               P03
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: 2023 07 17  
Closing Date: 2023 07 31


Source
URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/junior-accountant-research-financial-support

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply [2]  
https://www.uoguelph.ca/hr/page-category/current-opportunity