

Posting #22-159CU(E)

Accounting Analyst – Research Financial Services Regular, Full-time

Purpose

Reporting to Senior Financial Analyst, this position is a key member of the Finance Department, and works strategically with the Research Grants Officer – Post Award, and the Office of Research and Innovation. This position will be responsible for the financial administration of external research funding received by the university.

Responsibilities

Duties include but are not limited to:

- Prepare and submit a high volume, and wide variety, of financial reports to external funding agencies. The reporting varies in format, complexity and frequency;
- Ensure the researchers are provided with timely and accurate financial information;
- Advise researchers of funding agency financial administration guidelines and university policy and procedures;
- Financial management of researcher's grants including recording revenues and moving expenses when required;
- Ad hoc financial reporting for internal university department requirements;
- Provide the Office of Research and Innovation with analytical and statistical information in relation to the research funding received; and
- Other duties include, but are not limited to, the monitoring and maintenance of research funding related accounts receivables and payables, along with account reconciliations.

Qualifications

The successful candidate will possess the following:

- An undergraduate degree in Business/Commerce or related field, as well as a recognized accounting designation (i.e. CPA);
- A minimum of 5 years' experience working in finance and accounting, preferably in a university or other academic environment;
- Exceptional verbal and written communication skills;
- Strong organizational skills with the ability to think strategically, weigh risks, and apply sound judgment to decision making and problem solving to establish priorities, manage multiple demands, and meet deadlines;
- Ability to work independently and professionally;
- Demonstrated ability to clearly convey budgetary, accounting, financial, and other technical concepts to university researchers as well as colleagues, both verbally and in writing;
- Thorough understanding of Canadian public sector accounting standards, and fund accounting;



- Demonstrated ability to work within team based environments;
- Ability to work independently while keeping the Finance department leadership up to date on key issues and initiatives; and
- Strong computer application skills including expert knowledge in the use of Microsoft Excel. Familiarity with MCL's FAST Finance, Ellucian Banner, and Romeo software programs would be an asset.

An equivalent combination of education and experience will be considered.

Salary

This position has been classified at a Grade 13. The annual salary range for this position is \$74,736.43 to \$77,838.12 and the normal starting salary will be \$74,736.43.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, place of origin, age, physical disability, mental disability, sexual orientation, gender identity, and any other prohibited grounds of discrimination as outlined in the BC Human Rights Code.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the



traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education quoting competition [#22-159CU\(E\)](#) to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca

Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until the position is filled.

