The University of Waterloo is looking for a Financial Officer to join the University of Waterloo Library. Reporting to the Associate University Librarian, Administration and Strategic Initiatives, the Financial Officer is accountable for the provision of essential financial information to senior management in the Library to support effective management and strategic planning. The incumbent is also responsible for the integrity of financial processes and practices within the Library to ensure conformity with generally accepted accounting principles and University of Waterloo policies, guidelines, and practices.

University of Waterloo is a leading global innovation hub that drives economic and social prosperity for Canada and the world. With more than 41,000 students, we are home to the world's largest co-op education talent pipeline, to game-changing research and technology, and to an unmatched entrepreneurial culture. Together, these create partnerships and solutions to tackle today’s and tomorrow’s challenges. Find out more at <uwaterloo.ca>

**Responsibilities:**

Full job description link: <https://careers-uwaterloo.icims.com/jobs/6971/financial-officer/job>

The successful candidate will be responsible for:

* Maintaining an overall picture of the Library’s financial performance
* Providing expert information management and financial analysis for library budgets and accounts in support of current and long-range planning
* Providing leadership, co-ordination, and management of internal financial statements, annual budgets, annual year-end reports and financial position forecasts
* Providing confidential financial support to the Associate University Librarian, Adminstration and Strategic Initatives on matters relating to the operating budget; to the AUL, CTC on the acquisitions and technology budgets; and to the University Librarian on all library budgets
* Develops, improves and promotes strong internal controls for financial processes and transactions to minimize risks
* Communicating with, training, and coaching library staff involved in financial activities regarding financial guidelines and procedures to ensure financial controls are in place
* Overseeing the management of P-Card and personal reimbursement processes in the Library
* Serving as a primary point of contact regarding financial matters and Waterloo policies

**Qualifications:**

* University degree with a focus on accounting and business courses
* Completion of a professionally recognized accounting designation (e.g. CA, CMA or CGA) or working towards this designation with expectation of completion within one to two years

**Experience:**

* Significant experience in an accounting/finance-related environment
* Independent judgment in areas of time management, task prioritization, organization and decision-making
* Evidence of integrity, confidentiality, and professionalism in the work environment

**Knowledge/Skills/Abilities:**

* Outstanding interpersonal skills with a demonstrated ability to contribute in a collaborative environment
* Proven ability to take initiative and manage multiple priorities and deadlines, and develop/implement strategic plans
* Ability to provide clear and positive communication; excellent written communication skills, including ability to analyze and present financial data clearly and concisely
* Good judgment with strong critical thinking, analytical and problem-solving skills
* Ability to design processes and implement administrative and financial systems
* Proven ability to maintain detailed and meticulous records
* Computer proficiency in Microsoft Office (Outlook, Word, Excel ), Sharepoint and financial, human resources and payroll systems

**Assets:**

* Experience with UW policies and procedures, particularly related to Finance including experience with Concur, Unit4, Workday or Power BI
* Willingness to assist with Library events, as needed

**Technical:**

* MS Word: Intermediate
* Excel: Advanced
* Power Point: Basic

**To apply**: <https://uwaterloo.ca/careers/external-opportunities>

**Deadline for applications:** for assured consideration, applications should be received by August 13, 2021

**Compensation:** The salary for this position will be commensurate with experience and qualifications within the University Support Group (USG) level 9-10 salary range. Hiring range: $63,106 - $85,897

**Additional information:** We welcome interested candidates to connect directly with Jude Doble, Associate University Librarian, Administration and Strategic Initiatives, to learn more about this exciting position. Jude may be reached by email at jude.doble@uwaterloo.ca

**Employment Equity:** The University respects, appreciates and encourages diversity. We invite applications from all interested applicants. Citizens and Permanent Residents of Canada will be given priority.

**Acknowledgment of traditional territory**

We acknowledge that we live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on each side of the Grand River.