Budget Administrator (MR1437,FIN1B,GR2)

Job Category: Developmental assignments for management and excludes

Position Summary:
As a member of the Finance and Planning and Resources team reporting to the Finance, Planning and Resources Manager, the incumbent will have an active role in the financial operations of the library by working on various financial tasks and projects that include interaction with all library units, McGill central finance team, and with external vendors to process, approve and oversee financial and procurement transactions. The position carries an active participation in the development and implementation of process and procedures to support the financial operations of the library.

Primary Responsibilities:
- Perform and organize activities to support the daily operations of the unit by ensuring that accounting and investment functions are carried out in accordance with established goals and objectives.
- Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit’s operations and ensure activities meet or exceed established quality requirements.
- Support the recording and reporting of the University’s financial position.
- Administer funds in adherence to internal and external accounting policies and procedures and contract obligations.
- Initiate and process a number of accounting activities such as opening accounts, journal entries, advances, requisitions, expense reports, petty cash, supplier invoices, procurement card purchases reconciliation, check deposits, and handle paperwork for casual student hiring.
- Monitor funds by reconciling expenses and deposits against the general ledger and resolve discrepancies.

Minimum Education & Experience:
DEC III
Three (3) years' related experience

Other Qualifying Skills And/Or Abilities:
Experience in accounting and ability to prepare financial reports are considered assets. Demonstrated communication skills, accuracy, attention to detail and ability to listen and assist others at all levels in an active environment is highly appreciated. Proven organizational skills, ability to work autonomously and as part of a large team, ability to meet weekly, monthly, and year-end deadlines. Demonstrated knowledge to work in a PC environment using advanced spreadsheets and other University software such as Banner, Minerva, POPS, and Crystal Reports. English spoken and written, French spoken.
How to Apply:
Please submit your cover letter and curriculum vitae, clearly indicating the reference number, to McGill University Libraries:

Mail
McGill University, Libraries, Area Personnel Office
3459 McTavish Street (McLennan Library Building)
Montreal, Quebec
H3A 0C9
Fax (514) 398-3561
Email application.library@mcgill.ca

The deadline to apply for this position is March 21, 2019 at 5:00 PM.

*Current employees: please indicate your McGill ID number in your application.*

We thank all applicants for their interest in McGill University. However, McGill University Libraries will only contact applicants selected for an interview.

McGill applicants, covered by the McGill Non-Unionized, Non-Academic Personnel Policies and Procedures, must apply to a regular M and Excluded position within ten (10) working days of the date of publication to maintain internal priority.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) at angela.campbell@mcgill.ca or 514-398-1660.

Faculty/Unit:
McGill University Libraries
Salary Range:
(Grade 02) $42,000 - $52,500 (midpoint) $63,000
Hours: 33.75
Duration: One (1) year
Reporting to: Manager, Finance and Resources
Reference no.: MR1437
Post Date: Friday, March 8, 2019