

NOTICE OF VACANCY
UNION LOCAL - C.A.W. 2458 - Full Time Office and Clerical Unit
(Temporary 5 months – February, 2013 until approximately June, 2013)

POSITION TITLE: Institutional Awards Administrator
CLASSIFICATION: '10'
DEPARTMENT: Finance Department – Research Finance
RATE OF PAY: As per schedule 'A' - C.A.W. 2458 FT Collective Agreement
HOURS OF WORK: Monday to Friday, 8:30am to 4:30pm

PRIMARY RESPONSIBILITY:

The Institutional Awards Administrator is the University's financial administrator of Research contribution agreements and other large multi institutional projects that have been awarded from various external funding sources (Federal, Provincial, Municipal, Corporate, Foundations, etc.)

SUMMARY OF DUTIES:

1. Coordinates with the Office of Research Services (ORS) and faculty member with respect to pre-award and assists with the budget development and related budget justification.
2. Liaises on a daily basis with the Office of Research Services and faculty members with respect to post-award administration and financial reporting of grant.
3. Coordinates with funding agency to request budget realignment for research projects and implementation of necessary changes.
4. Reviews agreements for their pertinent financial clauses and subsequently counsels, develops, monitors and administers budget accordingly.
5. Responsible for the creation of new general accounts including: reviewing all changes, expenditures and any addressing any adjusts accordingly.
6. Completes financial reports and budget variance analysis on a timely basis as required by external agencies, external partners, auditors.
7. Coordinates audits as required by various funding agencies.
8. Performs other duties as assigned.

ESSENTIAL QUALIFICATIONS:

The successful candidate will have a Bachelor Degree in Accounting or Finance or extensive working experience with respect to financial research administration. Working experience and a demonstrated understanding of financial matters, including budget development, journal entries and budget transfers are necessary. Must have the ability to do general, analytical and sophisticated data gathering and analysis, as well as, the ability to take initiative and to problem solve. The successful candidate will have the ability to manage stress and deal with tight reporting deadlines along with having effective time management and organizational skills. The successful candidate will have a high level of professionalism and excellent interpersonal skills particularly with respect to projects involving international collaboration and have a client-centered service delivery approach. Will have the ability to maintain strict confidence and be able to exercise tact, diplomacy, discretion, integrity and sound judgment at all times. The successful candidate will have the ability to work independently with minimal supervision and within a team environment. Must have demonstrated proficiency with MS Office, (Word and advanced Excel), the Financial Information System (FIS), Lotus Notes, and other various database structures; Typing 30 NWPM. Must be willing and available to travel to conferences.

PREFERRED QUALIFICATIONS:

Knowledge of the organizational structure of the University and of a wide variety of funding agencies, policies, guidelines and agreements, including Tri-Council and other federal and provincial programs.

THE FOLLOWING TESTS WILL BE ADMINISTERED:

Typing; MS Word (Basic), Excel (Advanced).

In accordance with Canadian Immigration Requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.

EMPLOYEES INTERESTED IN THE ABOVE ARE REQUESTED TO APPLY IN WRITING BY COMPLETING AN "APPLICATION FOR TRANSFER" FORM AND FORWARDING IT TO:

employment@uwindsor.ca
DEPARTMENT OF HUMAN RESOURCES ON OR BEFORE:
Thursday, February 7, 2013 - 4 p.m.

The 'Application for Transfer' form can be obtained in the Department of Human Resources

2013-FT-04