University of Regina Faculty Association

Job Posting

Financial Officer – URFA
(Part-time permanent)

URFA serves as the collective bargaining agent for seven bargaining units consisting of approximately 1,400 Academic and Administrative, Professional and Technical (APT) members. URFA represents full-time, part-time, term and sessional members working for the University of Regina, Luther and Campion Federated Colleges and the First Nations University of Canada located at workplaces throughout the province of Saskatchewan.

Are you a detail orientated, numbers person looking for some flexibility in your work life – then this is for you!

Summary of Position: The Finance Officer is responsible for administering URFA’s financial operations, including administering the operating, trust, and bursary funds, developing and monitoring the budget, drafting financial policies, tracking investments, providing financial information to the Auditor, maintaining inventory and purchasing equipment, and assisting the Executive Director and Treasurer in making decisions outside of the approved budget. The Finance Officer provides financial advice and information as a resource to various URFA committees.

The Finance Officer’s human resources and payroll administration role includes tracking employee leaves, ensuring all payroll requirements are met, and keeping payroll records.

Qualifications:
An accounting diploma with at least 2 years experience.

Experience in Human Relations (HR) would be considered an asset.

Equivalent experience and education may be considered

Terms and conditions of employment, including benefits and salary, are governed by the collective agreement between URFA and COPE 397.

Position will be 20 hours per week or a .53 FTE

URFA is an equal opportunity employer. Members of equity seeking groups are encouraged to apply for this position.

Please apply with a cover letter, resume and 3 references no later than 4:00pm Friday August 10, 2018 to URFA@uregina.ca attention: Kevin Siebert, Executive Director.

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