ABOUT THE EMPLOYER
Memorial University is a multi-campus, multidisciplinary, public, teaching and research university committed to excellence. We are an inclusive community dedicated to creativity, innovation and excellence in teaching and learning, research and scholarship, and to public engagement and service. We strive to have national and global impact, while fulfilling our social mandate to provide access to university education for the people of the province and to contribute to the social, cultural, scientific and economic development of Newfoundland and Labrador. More than 18,500 students spread across all campuses and via online technology are supported by approximately 5000 faculty and staff.

THE OPPORTUNITY
As a member of the leadership team, reporting to the Director of Financial and Administrative Services, the Associate Director's key responsibilities include accounting, research accounting, financial systems and related policies, as well as analysis of best operational practices and facilitation of change management.

Specific duties include assisting the Director in:
- developing and implementing financial policies and procedures and ensuring financial control and integrity of income and expenditures;
- the analysis of financial operations;
- ensuring compliance with Federal and Provincial legislation;
- preparing reports for various committees of the Board;

The Associate Director is also responsible for:
- developing and maintaining a key understanding of the Banner Finance System and making recommendations for improvements and forward direction of the system;
- providing leadership and innovation in technology as it involves the University’s financial and administrative systems;
- communication and liaison with senior university officials, faculty, staff, students and external parties on related issues;
- advising the Director on issues of risk management and internal audit;
- overseeing the management of the Cashier’s Office and the administration of multiple grants received by the University;
- representing the department through participation on various committees;

THE CANDIDATE
The ideal candidate will have a university degree in business administration, with major course work in finance or accounting and completion of a nationally certified accounting designation; this will be supplemented by significant experience (5-10 years) in progressively responsible financial management roles in a business, education, public administration or a related field; or any equivalent combination of experience and training. A strong record of accomplishment in the field
of financial management is required. The successful applicant will be a progressive leader who solves problems, thinks creatively, works collaboratively and embraces challenge. Excellent interpersonal, analytical, problem solving and communication skills are required.

THE REWARDS
Memorial University is a progressive employer at the forefront of the university sector in Canada, with competitive compensation and wide range of benefit programs. The work environment is stimulating and dynamic and employees are encouraged to partake in the diverse intellectual, cultural, social and recreational offerings.

SALARY Commensurate with qualifications and experience.
CLOSING DATE July 31, 2018
COMPETITION NO. FAS-18-03

To apply for this position, please email your CV to myhr@mun.ca quoting the competition number FAS-18-03 in the subject line of your email. Applications must be received by the end of the business day on the competition closing date. For enquiries, contact the Department of Human Resources, 4th Floor, Arts & Administration Building, Elizabeth Avenue, St. John's, phone (709) 864-2434 or fax (709) 864-2700.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Memorial University is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities and persons with disabilities.

Please be advised that we are unable to provide updates on current competitions.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.