

Finance Manager - Lewis Research-Creation Lab

Application deadline: July 28, 2023

Start date: ASAP. Contract is for 1 year, with the possibility of renewal up to 6 years.

Salary: \$78-85k

Hours per week: 40 hours/week

Position title: Finance Manager

Primary Investigator: Prof. Jason Lewis

Immediate supervisor: Senior Program Manager

Location: Concordia University, Montreal, QC, Canada

Research Program

Abundant Intelligences is an ambitious, large-scale six-year research program exploring how to integrate Indigenous Knowledges and Artificial Intelligence systems. It is conducted by an international research team, co-directed by Prof. Lewis at the Indigenous Futures Research Centre at Concordia University, Montreal, and Prof. Hemi Whaanga at Massey University in New Zealand. The research team currently consists of 48 co-investigators and collaborators at 13 universities/research institutes and 8 community-based organizations in Canada, the United States, and New Zealand.

Job description

This position manages the day-to-day financial functions for all of the research programs in Lewis' lab. The incumbent will support the PI and the Abundant Intelligences (AbInt) Senior Program Manager with financial management of operational and project budgets, grants, and expense reports as well as processing contracts for professional and student research staff. The incumbent is the liaison between the PI's lab and Concordia Finance and Human Resources units.

Supervision received

Position works with wide latitude under the direction of the Senior Program Manager.

Supervision exercised

Supervises 1-2 Financial Analysts.

Responsibilities will include:

- Financial management of operational and project budgets, grants, expense reports, payroll, and contracts for professional and research staff;
- Preparation and analysis of periodic financial statements, budget reviews and reconciliation of project accounts;
- Reconcile & analyze internal and external funding transfers;
- Reviews & analyze expenses charged to project accounts to ensure that University policies and Funding Source requirements are respected;
- Supervise financial staff: assign work, provide direction, support and develop training;
- Oversee preparation of financial and HR transactions charged to project account;

- Investigate financial discrepancies or anomalies and communicate with relevant research team member;
- Act as liaison and a resource person for internal and external stakeholders for dossiers related to the financial activity of project accounts;
- Perform any other tasks related in support of the proper financial functioning of the project or as required by the supervisor.

Qualifications/skills required:

- Master's Degree in a relevant discipline of business administration, accounting, or minimum 2 years of related direct managerial experience in accounting/bookkeeping and human resources management.
- Experience managing finances for large scale research grants or university programs .
- Excellent analytical skills in financial data and mathematics.
- Meticulous attention to detail.
- Intermediate knowledge of Word a must; of Google Docs an asset
- Advanced knowledge of Excel a must; of Google Sheets an asset.
- Basic knowledge of database applications, including Access (to join tables and run queries
- Ability to work under pressure and meet strict deadlines; attention to detail
- Ability to multi-task and work on a variety of projects concurrently
- Superior planning, organizational and decision-making skills, combined with the ability to establish and respond to priorities.
- Ability to multitask and work in a fast-paced environment.
- Ability to work well with faculty, staff, students, and Indigenous community members.
- Ability to manage sensitive and confidential information with integrity.
- Sound judgment, tactful and sensitive to diverse cultures and constituents.
- Excellent spoken and written English.
- Experience working with Indigenous communities and organizations an asset.
- Facility with French or an Indigenous language an asset.
- Professional designation (CA, CGA, CMA) is an asset.
- This position is based in Montreal.

Testing required:

The English language skills of qualified candidates may be tested.

How To Apply

Please send your CV and cover letter to ceyda.yolgormez@concordia.ca. We will begin reviewing applications on July 28th, 2023, and will take applications until the position is filled.

Employment Equity

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications.