

**Posting #24-185CU**

## **Research Grants Officer, Post-Award Office of Research and Innovation Term, Full-time (November 2024 – October 2025)**

### **Purpose**

Reporting to the Manager, Research Administration, and working collaboratively with the Financial Analyst - Research, this position supports successes in research at the University of Northern British Columbia (UNBC) by providing essential services to the research community in the financial administration and management of research funding. This position ensures and enforces compliance with policies, procedures, and requirements of UNBC and those of the external granting agencies.

### **Responsibilities**

This position acts as a liaison between granting agencies, researchers, and various internal departments such as Contracts and Supply Chain Management, Accounts Payable, Human Resources, Advancement, as well as Academic Departments and the UNBC Research Institutes, to ensure timely workflow and initiation of external and internal research funding.

This position supports all aspects of a research grant's life cycle from set-up through to archiving, including, but not limited to:

- Establishing and monitoring all restricted and non-restricted funds; validating expenditures for compliance; correcting ineligible expenditures charged to grants; reviewing fund balances and expiry dates; analyzing transactions and expenditures, identifying and resolving discrepancies;
- Serving as a resource for researchers, project leads, and students for post award administration of grants and contracts; explaining UNBC policies, procedures, granting agency terms, and conditions; answer queries; providing information, clarification, advice, and guidance;
- Providing training to researchers, project leads, and students; acting as a help desk where collaboration is necessary to roll out new systems, processes, or other tools to facilitate research administration and the flow of information;
- Reviewing funding agreements and contracts; recording/tracking all active agreements and contracts to ensure all terms and conditions are met on schedule, and ensuring ethical and compliance approvals are in place; invoicing sponsors;
- Performing day-to-day financial transactions for research projects and funds, and completing finance administration using online systems (eg: FAST, Romeo, Ellucian, BonFire). Reviewing all research expenses; cheque requisitions, MasterCard summaries, travel claims, and approving student contracts;
- Performing non employment income payroll duties; and
- Completing timely closing of funds and preparing necessary journal entries for end of project closure.



## Qualifications

The successful candidate must possess a university undergraduate degree with a minimum of three years related experience, preferably in an academic environment including familiarity with university structures, policies, and procedures. A Business degree or familiarity with financial analysis, business process, and policy development would be considered an asset.

Knowledge of the Millennium FAST Finance software module and the Process Pathways/Cayuse Romeo research administration software is essential. Sound knowledge of accounting principles (GAAP), government research funding programs, policies, guidelines and procedures, as well as University policies and procedures are essential. The successful candidate must have the ability to advocate, educate, emphasize, enforce, and collaborate.

Furthermore, proficiency in word processing, spreadsheets, database, and email software is essential. The ability to work independently and demonstrate initiative is critical, with the flexibility to assist where needed and work as an active team member. Outstanding interpersonal, time management, organizational, and communication skills with a proven ability to interact in a highly professional and confidential manner are crucial. Problem solving and exercising good judgment are integral to this position.

An equivalent combination of education and experience will be considered.

## Salary

This position has been classified at a Grade 8. The annual salary range for this position is \$66,411.80 to \$69,160.00 and the normal starting salary will be \$66,411.80, pro-rated based on length of term.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.



## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employeewellbeing@unbc.ca](mailto:employeewellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-185CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications received prior to 4:30PM on October 21, 2024, will be given priority. Applications will be accepted until the position is filled.**

