

Finance Officer

Who We Are

The Canadian Research Knowledge Network (CRKN) is a partnership of Canadian universities, dedicated to expanding digital content for the academic research and teaching enterprise in Canada.

Through the coordinated leadership of librarians, researchers, administrators and other stakeholders in the research community, CRKN undertakes large-scale content acquisition and licensing initiatives in order to build knowledge infrastructure and research and teaching capacity in Canada's universities.

The Role

Reporting to the Director of Operations, the Finance Officer is responsible for accounting for CRKN's content licensing program, including foreign exchange and settlement activities in excess of \$100M annually and on behalf of CRKN's 75 university members. The position will perform significant reporting and analysis functions related to the financial administration of the licensing program, provide recommendations for additional value-added service to the membership, and participate on the Finance & Audit Committee.

As the successful candidate, you have current technical skills in accounting and accounting applications, significant experience with foreign exchange and international settlement, and exceptional communications and organization skills.

Duties and Responsibilities

- Develop and extend CRKN's practices and systems for monitoring member licensing activities and CRKN's activities in evaluation, risk and performance management.
- Support and contribute to monthly and annual reporting for an evolving organization with multiple business units.
- Work with the licensing team to prepare and maintain multi-year invoicing and reporting plans.
- Document CRKN's licensing activities for compliance purposes, including supporting the annual audit of CRKN's operations.
- Develop and maintain effective business relationships with banking and foreign exchange providers, and with suppliers of administrative tools and systems.
- Extend and maintain financial and non-financial metrics for CRKN's licensing program to demonstrate value and provide additional tools to the CRKN membership.
- In concert with the licensing team, provide pricing scenarios and other financial modeling to support successful negotiations
- Extend and maintain CRKN's banding system to accommodate an evolving membership.
- Participate actively in the Finance & Audit Committee and other committees and task groups as needed, including preparation of formal committee meeting agendas and supporting documentation, and providing policy analysis as required.
- Contribute to CRKN's formal risk management practices.
- Develop and refine new and existing practices for financial reporting to assist CRKN's continuing evolution as a consortia of Canadian university libraries and affiliated organizations.

Qualifications

- Must have a post-secondary business degree and preferably a CPA designation.

- Must have two to five years of relevant experience.
- Significant problem-solving skills in data analysis and manipulation and exceptional Microsoft Excel skills. Experience with Microsoft Access and other databases would be an asset.
- Demonstrated ability to innovate solutions and find efficiencies, to adapt to changing environments and multiple deadlines, and to work well under pressure with discretion, tact and good judgement.
- Confident, clear and articulate communication skills with exceptional writing skills.
- Interest in the higher education sector, and an understanding of the trends, issues and challenges facing academic libraries in the provision of digital content.
- Familiarity with web-based accounting tools and systems would be an asset.
- Bilingualism; proficiency in English and French is highly desirable

Benefits

CRKN offers a generous benefits package including vacation, health and dental benefits and pension match.

To Apply

Interested candidates should forward their cover letter and resume to HR@CRKN.ca. We thank all applicants for their interest in CRKN, however only those candidates selected for an interview will be contacted.

If you require accommodation during the recruitment process, please include in your cover letter when applying for the position and all efforts to provide the appropriate accommodation will be put into place.

CRKN is an equal opportunity employer, with policies and practices intended to build an inclusive and accessible work environment.