

Yukon University  
Statement of Qualifications

Department: Finance & Administration Services

Position Title: Budget Officer

Location: Whitehorse (Ayamdigut Campus)

Date: July 2021

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Essential Qualifications (assessed in screening process)

Education and Training      Diploma/Degree in Accounting or completion of third year towards a CPA Accounting designation. A combination of education and experience may be considered.

Demonstrated Abilities      Budget management experience  
Excellent proficiency in Excel Software  
Extensive experience working with financial reporting processes  
Extensive experience using computerized financial systems and software.

Desirable:                      Bachelors degree in Commerce/Business  
Experience in a post-secondary environment  
Knowledge of Banner and/or FAST software

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Rated Qualifications (factors assessed through interview, etc.)

Knowledge of:

1. Thorough knowledge of generally accepted accounting principles and practices.
2. Business management practices & procedures.
3. Computer accounting systems.
4. Budget management process, development, and costing of projects.

Ability to:

1. Think critically and to gather, analyze, and interpret data and make evidence-based recommendations.
2. Effectively utilize complex computerized accounting systems including remote access
3. Work with financial reporting processes.
4. Plan and organize work and to make decisions in accordance with policies, guidelines, agreements and regulations.
5. Set priorities and discern information from various documents and reports.
6. Work proficiently with Excel.
7. Work independently, under pressure & meet critical deadlines;
8. Provide service effectively in a cross-cultural environment.

Personal Suitability:

1. Ability to communicate effectively, both orally and in writing.
2. Effective interpersonal skills, particularly in a multi-cultural context.
3. Flexible and adaptable to changing work demands.
4. Self-motivated and diplomatic with an assertive outgoing personality.
5. Strong organizational, research, analytical and technical skills.
6. Strong customer service orientation.
7. Cross-cultural sensitivity.