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*Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.*

## **Job Opportunity**

### **Financial Monitoring Officer**

Reporting to the Senior Financial Monitoring Officer, performs oversight activities relating to the accountability for, and use of Canada Foundation for Innovation (CFI) funds by recipient institutions. As well, responsible for the administration of institutional payments.

#### **Key Activities**

Based on regularly evolving priorities, the incumbent may be asked to perform any or all of the activities described below. Activities may change from year to year.

#### **Oversight activities**

- Performs monitoring visits by undertaking review activities of award administrative frameworks in place at recipient institutions, including:
  - plan, coordinate and lead review activities;
  - prepare and chair various meetings;
  - carryout detailed review procedures of institutional policies, controls and processes;
  - consult with institutions and CFI colleagues on review issues and concerns;
  - prepare and present reports on findings including conclusions on review findings and recommendations to correct deficiencies and improve award administration.
- Conducts contribution audits
- Conducts timely follow-up activities on past visits and contribution audits performed by the CFI monitoring team and external auditors.
- Reviews fair market value assessments of items involving in-kind contributions and coordinates the appraisal of these items when required.
- Assists the Senior Financial Monitoring Officer in the preparation of project files to be audited by external auditors.
- Assists in the review of financial reports submitted by recipient institutions.

#### **Administration of institutional payments**

- Maintains payments information via Microsoft Excel and in CFI's awards management system. This includes the entry of weekly payment information, revisions to future instalments, and the entry of new award finalizations.

#### **Other**

- Contributes to CFI's communication efforts by providing input and participating in information sessions for Institutions' personnel.

## Financial Monitoring Officer

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- Assists in the preparation of documents for Board meetings.
- Performs special project assignments and assists with miscellaneous finance activities.

## Skills and Knowledge

- University degree in commerce, accounting, finance or an equivalent combination of relevant education and experience
- Good Microsoft Excel skills are required
- Excellent verbal and writing skills. Fluency in both official languages.
- Excellent presentation skills
- A good knowledge of auditing and accounting theories and principles as well as the principles of risk management
- Strong skills in interpreting financial data and performing analyses
- Attention to detail and strong time management skills
- Ability to work well with a small, dynamic and highly motivated team
- Exhibits initiative and tact
- Knowledge of the CFI environment and experience in award administration would be an asset

## Physical Demands

This position requires traveling within Canada an average of four (4) to six (6) weeks per year.

## Salary

Salary will be commensurate with qualifications and experience.

This is a full time, headquarters-based function.

**Please send your CV and a covering letter by end of day on Sunday, March 31, 2019 to:**

Eric Desjardins  
Manager, Human Resources  
Canada Foundation for Innovation  
55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 6L5  
hr@innovation.ca

*We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.*

*The Canada Foundation for Innovation supports official language and employment equity principles, and respects Ontario's Accessibility Standard for Customer Service policy.*

*Visit our website, [Innovation.ca](http://Innovation.ca), for more information about the CFI.*