Accounting Clerk

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Accounting Clerk

Physical Resources

Temporary full-time from March 2016 to September 2016
Temporary absence of the regular incumbent

Hiring #: 2016-0096

Please read the Application Instructions [1] before applying

Reporting to and under the guidance and direction of the Capital Accountant, the incumbent will be responsible for:

- Processing vendor invoices for payment accurately and in a timely manner
- Maintaining all purchasing and financial records for capital projects in the capital database
- Maintaining a database for tracking all capital project related contracts and expenses ensuring information is up-to-date and accurate
- Submission and maintenance of high value purchase orders
- Ensuring all contracts, purchase orders and invoices are compliant with the Broader Public Sector Procurement Directive and University of Guelph policies
- Discussing discrepancies with Accounts Payable and prepares corrected journal entries
- Assisting in month-end financial reporting and reconciliations
- Preparation of external invoices and the processing of deposits
- Preparation of journal entries
- Procurement card purchases and reconciliation

Requirements of this position include: Two year Community College plus a minimum of two years of related experience, or an equivalent combination of education and experience. Additional requirements include: experience in a fast paced purchasing/financial environment; strong organizational skills; effective oral, written and interpersonal communication skills; ability to perform a high volume of work accurately and promptly; detail-oriented; ability to work well independently and as a valued member in a team environment; ability to recognize and recommend process improvements; strong computer skills, including Microsoft Excel; familiarity with Financial Reporting systems. Bookkeeping and/or construction industry experience are both considered assets.

Covering Position Number     836-022
Classification                         USW, Local 4120 Salary Band 4*
Normal Hiring Range              $21.70 - $24.25 per hour

*Tentative evaluation
Posting Date: 2016 02 24
Closing Date: 2016 03 02

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply