Accounting Reconciliation 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.

Forbes Ranks U of G Among Canada's Top Employers [1]

Accounting Reconciliation Clerk

Student Financial Services

Hiring #: 2016-0259

Please read the Application Instructions [2] before applying

Reporting to the Manager, Student Business, Student Financial Services, the Accounting Reconciliation Analyst is responsible for reconciling all forms of financial payments made in settlement of student accounts receivable and various miscellaneous revenue accounts. These settlements are complex and can take the form of electronic/internet/telephone banking payments, all forms of cheques, money orders, bank drafts, credit cards and debit machine transactions. The payments can come from a number of sources including payments from University of Guelph students, Guelph-Humber students, departments and government agencies (provincial, federal, US and international). The student receivable represents accounting transactions (cash flow) of over $250,000,000 per year. This is a complex accounting challenge that requires continuous effort and attention to detail to maintain its integrity.

This position requires a high level of technical skills in the area of student billing and payments, financial aid, student services, and systems such as the Colleague student system and FRS. The incumbent will be self-directed, have excellent communications skills and attention to detail. The incumbent is responsible for the reconciliation of the Student Accounts Receivable sub ledger to the University’s general ledger. This includes the analysis of numerous and various accounting sources such as journal entries, accounts payable and manual refunds, third party invoices, payroll deductions, and NSF items returned from financial institutions. These routines are complex and require input from systems domiciled outside of the Student Accounting system (Colleague), and require special tools and reports to aid in the analysis and reconciliation. The incumbent will establish priorities for tasks and activities, while maintaining the integrity of the processes.

Requirements of the positions include:

- 2 year community college diploma in accounting or a related field, and at least 2 years progressive reconciliation experience in a post-secondary environment, including at least one year of experience performing complex reconciliations between multiple accounts and systems.
- Demonstrated experience in finance, budget, and comprehensive knowledge of budgeting techniques and strong analytical ability.
- Proven ability to interpret and analyze financial data and to communicate related information to individuals with varied background and knowledge.
- Ability to manage multiple, conflicting priorities and prioritize a heavy workload while working under tight, sometimes competing deadlines and audit requirements.
- Demonstrated ability to respect and maintain confidentiality and communicate with tact and
diplomacy is necessary
- Working knowledge of FRS and Colleague student information system is an asset.
- Demonstrated expertise in Microsoft Office (ie. Word, Visio, Excel, PowerPoint).

Position Number    443-018
Classification         USW, Local 4120 Salary Band 5*
Salary Range           $24.06 Minimum (Level 1)
                        $26.88 Normal Hiring Limit (Level 3)
                        $32.56 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

Posting Date: 2016 07 06
Closing Date: 2016 07 13