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]

Office, Clerical and Technical
Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Accounts Payable Clerk
Ridgetown Campus, Ontario Agricultural College
Hiring #: 2016-0363

Please read the Application Instructions [2] before applying

Reporting to the Associate Director (Operations), the Accounts Payable Clerk performs clerical and administrative duties pertaining to the accounting functions at the University of Guelph - Ridgetown Campus. The successful candidate will process accounts payable by receiving and distributing invoices; matching purchase orders; and verifying, coding, scanning, and paying invoices. The position is responsible for all petty-cash related functions including distribution, replenishing, balancing, and coding. The incumbent responds to queries from students, staff, vendors, and the general public regarding account balances. The incumbent will assist with purchase orders plus travel and professional development claims for staff. The Accounts Payable Clerk will assist the Associate Director (Operations) with trouble shooting by conducting financial analysis, preparing summary reports, etc. Periodically, the incumbent will provide back-up for other members of the administrative team. The Accounts Payable Clerk would handle approximately 5,000 invoices per year and the position is important to the smooth operation of day-to-day Campus finances.

Requirements for the position include: a one year of community college in accounting, office administration, business management and one year of relevant experience or the equivalent education and experience. The successful candidate must have advanced knowledge of various software programs including but not limited to spreadsheets, word processing, Power Point, databases (e.g. Access) and financial accounting (e.g. FRS). Additionally, the candidate must be familiar with, and be able to operate office equipment including photocopiers, scanners, postage meter, computers, and facsimile. The successful candidate must be able to work both independently and as part of a team. The incumbent should be able to exercise initiative, tact, and diplomacy when dealing with students, faculty and staff. Confidentiality must be maintained in all aspects of the position.

Position Number         0465-006
Classification               OSSTF/TARA, District 35 Salary Band 3*
Salary Range              $20.21 Minimum (Level 1)
                          $22.57 Normal Hiring Limit (Level 3)
                          $27.28 Job Rate (Level 7)

*Tentative evaluation; subject to committee review
Posting Date: 2016 09 02
Closing Date: 2016 09 16

Source URL (modified on 09/02/2016 - 15:15): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/accounts-payable-clerk

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