Department Secretary and Accounting Clerk

Forbes Ranks U of G Among Canada's Top Employers

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

Department Secretary and Accounting Clerk

Department of Psychology, College of Social and Applied Human Sciences

Temporary full-time from March 5, 2018 - April 19, 2019
Temporary absence of the regular incumbent

Hiring #: 2018-0081

Please read the Application Instructions [1] before applying

This position, reporting to the Administrative Assistant to the Chair, is responsible for supporting the activities of the undergraduate programs, accounting activities relating to the departmental research accounts as well as to support the financial clerk during periods of high demands. In addition, this position has a reception presence, greeting visitors (e-mail and in person) and offering directions to appropriate faculty, staff and/or other departments or support units.

Requirements of the position include: Community College (1 year) in a related field as well as 1-2 years of previous experience gained in a similar position in other departments or off campus; accounting and book-keeping skills, advanced experience in computers and software, including financial systems (FRS experience preferred); excellent interpersonal and communication skills; good client service skills.

For more information about the Department of Psychology, see:
https://www.uoguelph.ca/psychology/

Covering Position Number 0294-020
Classification USW, Local 4120 Salary Band 3*
Normal Hiring Limit $20.50-22.89

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation; subject to committee review.

Posting Date: 2018 02 14
Closing Date: 2018 02 22

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/department-secretary-and-accounting-clerk
Department Secretary and Accounting Clerk
Published on Human Resources (https://www.uoguelph.ca/hr)

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