Finance Coordinator

Forbes Ranks U of G Among Canada’s Top Employers

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

Finance Coordinator
Finance Unit, Laboratory Services Division

Hiring #: 2018-0530

Please read the Application Instructions [1] before applying

The Laboratory Services Division provides analytical, research, regulatory testing and consultative services to industry, government and academia, as well as laboratory diagnostic and consultation service for companion animal and a disease surveillance program for food-producing animals. The Division is comprised of 21 specialized laboratories and approximately 200 regular full time staff members. The 3 main locations are at 95 Stone Rd, Guelph, the Pathobiology/Animal Health Laboratory building on the Guelph campus and the Kemptville campus.

Reporting to the Supervisor of the Finance Unit, the Finance Coordinator is directly responsible for:

- maintaining Accounts Receivable including collection ($15.0 million in annual External Revenues), which includes importing invoicing batches, reviewing files prior to posting to ensure accuracy and posting invoice batches;
- receiving payments for all external client invoices; reconciling payments to invoices; and preparing and submitting journal entries via ADI system; and identifying and monitoring delinquent accounts, determining appropriate action;
- preparing all manual invoices using ACCPAC;
- inputting invoices into client’s accounting systems (e.g. ARIBA, Tungsten, Direct Commerce);
- the creation and maintenance of the Central Stores (procurement & inventory of common lab and office supplies) for 95 Stone Road.

Specific duties include: working with accounting and business related software programs (FRS2K, ORACLE, ACCPAC, SAP, MS Office, Gryph Mail, LabVantage LIMS, OMNI) and office equipment (PC, Credit Card POS machine, switchboard/paging system); project planning and management of Central Stores initiative for 95 Stone; effectively communicating and resolving issues/problems with clients including collection of overdue funds; providing client service in fast-paced, high volume setting; and providing back up to the Finance Supervisor and other areas, when required.

Requirements of the position include: Two year Community College program in business administration or accounting (Undergraduate degree is preferred) plus a minimum of two years related experience, or an equivalent combination of education and experience. An accounting designation would be considered an asset. Additional requirements include: a strong business acumen; experience and conversant in accounting/purchasing and finance reports; proficient computer skills, specifically in financial software (e.g. ACCPAC receivables, Oracle, FRS, SAP or equivalent finance software); proven organizational, project planning and implementation, problem-solving and analytical skills; highly-developed interpersonal skills with the demonstrated ability to carry out duties with tact, diplomacy and discretion; and, the ability to work under tight time-frames with multiple competing priorities requiring excellent time management skills.

Position Number 484-022
Classification USW, Local 4120 Salary Band 5*
Salary Range $24.79 Minimum (Level 1)
$27.69 Normal Hiring Limit (Level 3)
$33.55 Job Rate (Level 7)
*Tentative evaluation; subject to committee review.

Posting Date: 2018 10 29
Closing Date: 2018 11 05

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/finance-coordinator

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