Financial Clerk

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Position covered by the Collective Agreement with USW Local 4120

Financial Clerk

Shared Administrative Services, Ontario Veterinary College

Hiring #: 2018-0606

Please read the Application Instructions [1] before applying

Reporting to the Administrative Manager, Financial and Accounting Services, OVC Shared Administrative Services (OVC SAS), the Financial Clerk is responsible for activities that fall under the treasury and reimbursement functions.

The incumbent of this position will be required to invoice OVC clients for service and sales items by posting billing records to an accounts receivable sub-ledger in QuickBooks (the College’s enterprise accounting system). This will involve generating sales invoices for OVC clients and recording payment received as well as charging internal departments via journal entry. The reimbursement function will require verifying and processing expense claims submitted by OVC faculty and staff through the campus’ on-line expense claim system and will include responsibility for a central petty cash station. Additionally, this role will be responsible for some purchasing and will assist other financial service team members with tasks such as invoice payment and payables reconciliation. This position will assist Accounting Services to perform a month-end close, followed by an A/R reconciliation to the University financial reporting system, a full close at fiscal year-end and storage and preparation of records in the event of an audit.

The financial services team ensures their practices are in full compliance with University of Guelph financial policies. They complete all tasks as detailed in the standard operating procedures published by OVC Shared Administration Services and they carry out full quality assurance on their work at all times.

Client departments include Pathobiology, Clinical Studies, Population Medicine, Biomedical Sciences, Office of the Dean, Information Technology Services, Communications Services as well as 4 research Centres: Centre for Public Health and Zoonoses, Institute for Comparative Cancer investigations, Campbell Centre for Animal Welfare, and Equine Guelph.

Requirements of this position include: A minimum of one year of post-secondary education in book-keeping with some related practical experience or an equivalent combination of education and experience. Completion of a two-year community college diploma in accounting is preferred. Candidates must demonstrate full competency with the use of an enterprise accounting system such as QuickBooks, Sage, Xero as well as excellent data entry and quality assurance capability.

In addition, the candidates should demonstrate or articulate:

- Superior attention to accuracy and detail in data entry and record keeping
- Ability to interpret key data from a client requisition
- A commitment to confidentiality
- Effective communication and interpersonal skills
- Excellent organizational and time management skills
- Excellent client service skills
Position Number          206-005
Classification                USW, Local 4120 Salary Band 3*
Salary Range               $20.81 Minimum (Level 1)
$23.23 Normal Hiring Limit (Level 3)
$28.09 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

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.

Posting Date: 2018 12 03
Closing Date: 2018 12 10

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/financial-clerk

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