Financial Clerk – Purchasing

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Position covered by the Collective Agreement with USW Local 4120

Financial Clerk – Purchasing

Shared Administrative Services, Ontario Veterinary College

Hiring #: 2019-0050

Please read the Application Instructions before applying

OVC Shared Administrative Services (OVC SAS) is seeking a regular full time Financial Clerk to become part of a dynamic and skilled financial services team.

The Financial Clerk positions at OVC report to the Administrative Manager, Financial and Accounting Services, OVC SAS and provide financial transactional services to the OVC, including purchasing, accounts payable, billing, treasury and expense claim reimbursement.

It is a critical requirement of this team that each member ensures that their practices are in full compliance with the University of Guelph financial policies and that they follow the standard operating procedures published and updated frequently by OVC SAS. Client departments include Pathobiology, Clinical Studies, Population Medicine, Biomedical Sciences, Office of the Dean, Information Technology Services, Communications Services as well as all of the college research centers.

The Financial Clerk Purchasing (FCP) is responsible for creating and following through all of the steps for both low value and high value purchase orders in addition to system contract purchases following UG policy and procedures and adhering to well documented standard operating procedures in OVC SAS. As part of the purchasing process, the clerk is responsible for assembling quotes and/or single source justification documents which must meet procurement criteria as specified in the campus policy. In addition, the FCP monitors the status of all purchase orders until the goods or services are received by OVC. This position communicates with the customer via the Footprints ticketing system to inform them that their order has been placed and provide all key information at which point the service ticket is closed.

All members of the Financial Services Team at OVC are expected to participate in continuous improvement activities while providing productive input for consideration by management. Incumbents must be flexible to new processes and procedures. Confidentiality is imperative in all aspects of their work.

The Financial Clerks are members of a 3-person team equally responsible for the quality delivery of all financial services in OVC. As a result, this position may be assigned tasks by the manager to provide additional support and/or coverage to other SAS financial services i.e. treasury, accounts receivable, cheque requisitions, reimbursements through travel claims, accounts payable, receiving, procurement card purchases, and petty cash as required.

Requirements of the position include: One-year community college program with a focus in bookkeeping (2-year program or longer preferred). In addition, candidates should demonstrate: experience with QuickBooks or a comparable enterprise level accounting system; attention to accuracy and detail; flexibility to learn new software, processes, and policies; commitment to confidentiality; effective communication and interpersonal skills; excellent organizational and time management skills.

Position Number         206-013
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: 2019 01 21
Closing Date: 2019 01 28

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