Financial Clerk – Payment Services

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Position covered by the Collective Agreement with USW Local 4120

Financial Clerk – Payment Services

Shared Administrative Services, Ontario Veterinary College

Hiring #: 2019-0051

Please read the Application Instructions [1] 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 Payment Services (FCPS) is responsible for payments, including purchases using a procurement card issued by the University of Guelph while adhering to all of the campus policies related to its use. In addition, the FCPS will verify receipt of goods against orders placed through a documented process. The FCPS will approve UG accounts payable to process all OVC invoices for payment. The FCPS is responsible for reconciliation activities outlined in the OVC SAS Standard Operating Procedure entitled Payment Services, verifying that the total payment and the GL Coding used for the payment in QuickBooks matches the total payment and GL Coding from the FRS transaction list.

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.

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          206-010
Classification                USW, Local 4120 Salary Band 3*
Salary Range               $20.81 Minimum (Level 1)
Financial Clerk – Payment Services
Published on Human Resources (https://www.uoguelph.ca/hr)

$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

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/financial-clerk-%E2%80%93-payment-services

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