Accounts Clerk

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

Accounts Clerk

Open Learning and Educational Support

Temporary full-time from May 19, 2019 to May 20, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0130

Please read the Application Instructions before applying

The Accounts Clerk is responsible for overseeing approximately 6,000 continuing education enrolments and approximately 2,500 Open Learning program enrolments. This includes receiving, processing, balancing and remitting tuition revenue payments (Cash, Visa, Master Card, Debit, Invoice and Tuition Waiver). Student registration and payment information are captured in the Student Registration/Information System (Destiny One) and a wide variety of reports are generated from this student and financial information. The Accounts Clerk supports the accurate posting of accounts payable transactions for cost recovery programs. Offering of courses, break even numbers and overall financial performance decisions are based on this information and therefore, timely and accurate processing of these transactions is critical. The Accounts Clerk must be aware, understand and adhere to established financial controls and policies in executing responsibilities. The Accounts Clerk provides student service at various large conferences/courses held both on and off campus and responds to our learner’s registration needs via telephone, in-person, and email daily. The Accounts Clerk performs administrative duties that support the mission and goals of OpenEd including assisting the Learner Services team members in providing excellent, informative service; assisting with special projects and other duties as assigned. Overtime is required during large conferences or during peak registration periods.

Requirements of the position include: A one (1) year Community College Diploma in a related field with one (1) year work experience or an equivalent combination of education and experience. The ideal candidate will have working knowledge of Destiny One, a fully integrated platform that supports non-traditional student engagement and business processes. The incumbent must also have the ability to work independently and as part of a team in a proactive, efficient, and professional manner. Proven organization, time management, communication, problem solving, student service and interpersonal skills are required. The incumbent will demonstrate initiative, attention to detail, organizational and analytical skills. Proficient in working in a Windows environment with various computer applications including MS office and web browsers are necessary. The incumbent must be proficient in record keeping and file management. Working extended hours to complete duties within deadlines, staff registration desks or to respond to last minute problems is occasionally required as is some evening and weekend work both on-campus and out-of-town. Experience with University of Guelph polices; and proficiency with the financial reporting system (FRS), and knowledge of other University systems would be considered assets as well as the desire to work in a fast-paced, entrepreneurial, cost-recovery environment.

Covering Position Number 056-017
Classification USW, Local 4120 Salary Band 3*
Normal Hiring Range $20.81 - $23.23 per hour

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion 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 03 04
Closing Date: 2019 03 11

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