Accounting Assistant

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Office, Clerical and Technical

Accounting Assistant

University Centre Services

Temporary part-time from August 12, 2019 to December 31, 2020
(Less than 24 hours a week)

Hiring #: 2019-0438

Please read the Application Instructions [1] before applying

Reporting to the Director, University Centre Services, the Accounting Assistant will be responsible for daily sales reconciliation, cash flow reporting, deposits, internal and external payment transactions, and drafting financial statements. This part-time position requires superior multitasking skills, accounting knowledge, and strong attention to detail. The incumbent must be able to work in an active, team-oriented environment and successfully manage their time and work flow to meet financial deadlines with accurate results. The Accounting Assistant will be tasked with balancing daily sales, managing client accounts, and assisting management in all financial matters including inquiries and transaction processing.

Requirements of the position include: One (1) year community college in a related field (two years preferred) and one year related work experience, or equivalent combination of education and experience. General understanding of large enterprise accounting practices and experienced knowledge in accounting programs including Microsoft Excel and Oracle would be an asset. Strong written and oral communication skills are required, and familiarity with the University of Guelph's financial reporting system (FRS) is strongly preferred.

Candidates must be able to work in an active and fast-paced environment with frequent interruptions and have excellent organizational and multi-tasking skills, in addition to the ability to manage time-sensitive tasks and maintain accuracy and attention to detail.

Hourly rate $19.91 - $22.24 per hour

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 08 26
Closing Date: 2019 09 03

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