Accounting/Financial Clerk

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Position covered by the Collective Agreement with USW Local 4120

Accounting/Financial Clerk

Department of Plant Agriculture, Ontario Agricultural College

Hiring #: 2019-0528

Please read the Application Instructions [1] before applying

Reporting to the Administrative Officer in the Department of Plant Agriculture, the incumbent will be responsible for providing accounting/financial/purchasing support to the department, which is a large and diverse research-intensive department with multiple locations. Duties will include liaising with department staff, faculty, and students as well as other units within Financial Services and Physical Resources to process department revenues and expenses while adhering to proper financial policies and procedures. This will include: reviewing appropriate supporting documentation and authorizing expenses; placing, processing and receiving orders for goods and services; providing reimbursement for small items using Petty Cash; reviewing personal expense claims; reviewing research accounts balances; assisting in department budget review and forecasting; and preparing invoices or revenue remittances that satisfy audit requirements for both operating and trust accounts. The incumbent will also prepare and post journal entries into the University's financial system to transfer funds, record internal charges, and correct coding errors. The incumbent will be part of the administrative support team for the department and may be required to assist and provide backup for other team members as needed.

The position requires a 1-year College Diploma in Accounting or Business and (minimum) 1 year of relevant experience preferably within a university administrative setting. Preference will be given to candidates who possess a 2-year College Diploma and additional experience with accounting processes and procedures, or an equivalent combination of education and experience. The successful candidate will be able to demonstrate exceptional organizational skills, an ability to work with numerous interruptions in an effective and timely manner, and a capability to multitask and troubleshoot while maintaining attention to detail. They will also have demonstrated strong communication skills and a willingness to work both independently and as part of a team. Must be proficient with Microsoft Office Suite (Excel, Word, Access). Experience with various financial systems at the University of Guelph, such as the Financial Reporting System (FRS), Oracle, Expense Claim System (ECS), iProcurement, and Journal Entry System (ADI) would be considered an asset.

Position Number         128-071
Classification               USW, Local 4120 Salary Band 4
Salary Range              $23.13 Minimum (Level 1)
                        $25.85 Normal Hiring Limit (Level 3)
                        $31.29 Job Rate (Level 7)

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 09 23
Closing Date: 2019 09 30
Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/accounting-financial-clerk

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