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

Psychology Department, College of Social and Applied Human Sciences

Hiring #: 2019-0624

Please read the Application Instructions [1] before applying

This position reporting to the Administrative Assistant to the Chair, is responsible for handling the Department's financial day-to-day invoices/bills/orders. As well, faculty grants are monitored, and PDR and travel claims are processed in this position. Year end (Jan - end of April) is a particularly busy time for the Financial Clerk so we would like to hire and train the new incumbent as soon as possible.

This role is vital to the department as we are a large department, 34 full-time faculty, 4 C-L faculty) and ~ 150 grad students who depend on this financial position to help with ordering, travel claims and explanations of grant issues.

Requirements of the position include: One year community college in a related field and one (1) year related experience or an equivalent combination of education and experience; some accounting experience, strong grasp of the University of Guelph’s Financial Reporting System (FRS) would be an asset, Electronic Claim System (ECS), Oracle for journal articles and procurement, low value purchase order (LVPO), Webnow6, Currency Converter Oanda, Outlook room booking, email communication, web browser on Outlook, Explorer and Chrome and strong understanding of Microsoft Office (Word, Excel).

Position Number 294-071
Classification USW, Local 4120 Salary Band 3
Salary Range $21.12 Minimum (Level 1)
$23.58 Normal Hiring Limit (Level 3)
$28.51 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 11 18
Closing Date: 2019 11 25

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/financial-clerk

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