Accounting Clerk

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Research Financial Services
Temporary part-time from January 3, 2023 to December 31, 2028
(24 hours a week)
Hiring #: 2022-0819

Please read the Application Instructions [1] before applying

Research Financial Services provides assistance and guidance to meet the financial administrative requirements of sponsored research awards. We prepare financial reports for research awards while supporting the University community by ensuring compliance with University policies and procedures, government regulations and the requirements of all research sponsors. Our team consists of Managers, Accountants and Administrative support.

Reporting to the Senior Manager, Collaboration and Partnerships, the Accounting Clerk will be responsible for providing support to the Financial Officers, Accountants and Sr. Managers.

Responsibilities of the Accounting Clerk position include:

- Managing correspondence through general emails
- Accurately setting up and amending grants in the finance system and related tasks in the unit task list
- Performing bank reconciliations
- Completing project invoicing
- Managing Accounts Receivable
- Maintaining accurate and up to date files
- Reviewing documentation for programme eligibility
- Tracking costs, including in-kind
- Preparing and posting journal entries
- Participating in joint office duties and serving on department committees &/or projects, as assigned
- Supporting and assisting other administrative staff, as required

Requirements of the position include:

- Completion of a one (1) year community college diploma in Business Administration or related field along with one (1) year of relevant experience. An equivalent combination of education and experience may be considered.
- Knowledge of employment legislation as well as policies and procedures as they relate to contractual employment and personnel
- Proficiency with Microsoft Office Suite (Word, Excel, etc.) and Adobe Acrobat
- Proficiency with Oracle, FRS and associated software (ADI) would be considered assets
- Strong interpersonal, organizational and time management skills
- Excellent communication skills, tact, and diplomacy as this position has daily communication with internal and external stakeholders
- Proven ability to manage a large volume of work, prioritize tasks and meet firm deadlines
- Dependability and ability to work effectively both independently and as a member of a team in a busy office
environment with frequent interruptions
  • Ability to learn and interpret research funding guidelines

Hourly rate $21.76 - $24.30 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: 2022 12 07
Closing Date: 2022 12 21

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