

ACCOUNTING CLERK

Department:	Financial Services	Competition #:	20-SS-25
Campus:	Windsor	Classification:	Support Staff
Posting Type:	Internal/External	Payband:	E
Status:	Term Position, Appendix D until June 6, 2021 with possibility of extension	Hourly Rate:	\$25.38 to \$29.42
Skill Testing Required:	No	Hours Per Week:	35 hours per week
Start Date:	October 5, 2020	Closing Date:	Thursday September 24, 2020 by 4:30pm

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success. The Financial Services department requires a temporary clerk.

The responsibilities include, but are not limited to:

- Processes vendor invoices for payment involving matching invoices with Purchase Orders and receiving slips, checking extensions and discounts. Controls posting of Accounts Payable to general ledger and corrects any errors when necessary. Reviews expense reports for compliance with College policies and procedures. Regularly contacts (written and orally) vendors to settle discrepancies in billing, receipt of goods, payments, etc. Routinely contacts Purchasing and College Managers regarding receipt of goods and obtains necessary payment approval. Reconciles vendor statements.
- Reconciles general ledger accounts, prepares and inputs necessary adjustments by way of journal entries after approval.
- Maintains general Accounts Receivable. Prepares invoices, allocates revenues, maintains Aged Report in Simply Accounting. Receives payments and prepares deposits. Regularly contacts customers for payments on outstanding balances. Maintains and sets up spreadsheets to keep track of all general A/R.
- Co-ordinates payment runs consisting of running various processes in Peoplesoft for EFT and cheque payment. Verifies payments to system reports and corrects any errors. Sends out cheques for mailing and calls various departments for cheque pickups. Updates finance system with vendor banking information for EFT set up. Creates and posts various journal entries.

The ideal candidate will meet or exceed the following qualifications:

- Two-year diploma in Accounting.
- Minimum 2 years' experience in practical accounting/finance and able to demonstrate financial analytical skills.
- Knowledge of purchasing.
- Must be able to function effectively in a busy office environment as part of a team.
- Must possess excellent communication skills (verbal and written) with a strong customer service mindset.
- Strong computer skills and organizational skills are required.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>
 Resumes must be received prior to the closing date and time. **All internal applicants (including those who have worked for the College within 1 year of this posting) MUST apply through the St. Clair College online application system:**

<https://www.stclaircollege.ca/careers/apply>

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