



PROVIDENCE

BUSINESS OFFICE ACCOUNTING CLERK

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Chief Financial Officer, the Business Office Accounting Clerk will directly contribute to the advancement of Providence's mission by carrying out the accounts receivable and revenue functions with Providence customers.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Accounts Receivable

- Receives payments from students and applies funds to appropriate account.
- Processes payments for tuition, donations, grants, events, and rentals, etc.
- Informs Development department of donations received
- Reconciles cash daily
- Deposits cheques daily

Rental Fees

- Collects student housing rent on 1st of month in coordination with Executive Assistant for Student Life
- Checks billings to verify timeliness of payment of student housing rent

Business Services Sales

- Sells meal cards to students, faculty and staff

Income Tax Forms

- Prepares tax forms for mailing to staff and faculty
- Directs students in locating tax documents
- Answers students general questions
- Generates and distributes rent receipts

Month-End Requirements

- Applies postage charges for internal departments
- Deposits to bank as needed
- Performs cash out to ensure data is ready for posting in following month

Additional Administrative Duties

- Reconciles student accounts at year end

Job Description: Business Office Accounting Clerk

Date: June 2022

Revision Date:

- Creates internal charges i.e., postage, meal cards, vehicle rentals

Other Duties as Required

- Performs mail services tasks. This may include processing incoming mail, outgoing mail, and monthly and annual administrative tasks
- Participates on committees as assigned; currently sits on Financial Aid Committee.
- Assists with registration week and orientation of students to finance related services
- Backs up reception on a needs basis
- Performs related duties as assigned by supervisor. These duties may be at a departmental level, where participation may be needed in the Finance Department to carry out tasks such as working in accounts payable, financial aid, and any other departmental duties; these moments come up from time-to-time and for various lengths of time due to personal and departmental staff urgencies and emergencies. These duties may be at an institutional level, to assist in events that take place typically annually. Participation in related duties does not diminish the primary role of this position, which is carrying out the accounts receivable and revenue functions with Providence customers.

EDUCATION & QUALIFICATIONS

- 1 year College or Technical school, Business Administration certificate preferred
- Proven accounting experience, preferably in Accounts Receivable
- Familiarity with bookkeeping and basic accounting procedures
- Proficient in MS Office 365
- Working knowledge of various computer software products
- Specialized Government sites; various tax forms

COMPETENCIES

- Analytical Reasoning: Ability to think through problems, assess options, understand processes, and communicate well
- Initiative: A willingness to take on responsibilities and challenges
- Communication: Well-developed communication skills, oral and written and interpersonal communication; ability to communicate effectively with a wide variety of departments, faculty, and students
- Confidentiality: Ability to exercise discretion, confidentiality, integrity, diplomacy, professionalism, and tact
- Decision Making/Prioritizing: Use initiative to plan and organize all on-going work
- Require math skills and familiarity with basic functional knowledge of Institutional financial processes, including requisitions and expense tracking
- Dependability: Reliable, responsible, and dependable, and fulfilling obligations
- Attention to Detail: Attentive to detail and thorough in completing work tasks
- Multi-tasking capabilities

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PERSONAL COMMITMENT

- To be in good standing with a local church
- An enthusiastic personal faith commitment
- A commitment to Christian higher education and to Christian ministry
- Affirm Providence's Covenant of Faith as outlined in the Staff Handbook
- Able and willing to uphold the Covenant of Community Life and model conduct accordingly

APPLY

Submit a Cover Letter and Resume by email to:

Rick Franks, CFO

c/o Marlin Reimer, Human Resources Manager

Email: hr@prov.ca

Start date: As soon as possible. This is a term contract position, ending August 31, 2023. Salary range dependent on education and experience.

Consideration of applications will continue until the position is filled.

All qualified candidates are encouraged to apply; however Canadian citizens and Permanent Residents will be given priority. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at www.prov.ca.

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