



PROVIDENCE

Business Office Accounting Clerk

For 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 for Providence stakeholders, including students, staff, and faculty.

SUMMARY OF DUTIES AND RESPONSIBILITIES

ACCOUNTS RECEIVABLE

- Receives payments from students and applies funds to appropriate account
- Processes incoming payments including donations, rent, grants, event rentals, etc.
- Coordinate with the development department to record donations received
- Processes Providence Payment Plan applications, tracks loan payment success, maintains register of active payment plans, and communicates with students in cases of payment failure

RENTAL FEES

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

BUSINESS SERVICES SALES

- Sell meal cards to students, faculty, and staff
- Distribute mail keys and maintain a record of all outstanding keys/deposits

INCOME TAX FORMS

- Helps students in locating tax documents
- Answer student questions about their account
- Generates and distributes rent receipts
- Mailing of year end tax forms to staff and faculty

MONTH-END REQUIREMENTS

- Applies postage charges for internal departments
- Prepare bank deposits as needed



PROVIDENCE

- Performs cash out reconciliation to ensure data is accurate and ready for posting in following month
- Assist in performing bank reconciliations if needed

ADDITIONAL ADMINISTRATIVE DUTIES

- Reconcile student accounts at year end
- Creates internal charges/accounting entries including postage and meal cards
- Record payroll reimbursements for employees if needed
- Assist accountant as needed with routine journal entries

OTHER DUTIES AS REQUIRED

- Perform mail services tasks. This may include processing incoming mail, monthly and annual administrative tasks
- Assists with welcome week and orientation of students to finance related services
- Back up reception duties as needed
- Performs related duties as assigned by supervisor.
 - These duties may include miscellaneous Finance Department tasks such as minimal work in accounts payable, financial aid, or any other departmental duties as needed due to departmental staff urgencies or emergencies. Some events are annual and require involvement by multiple staff. This does not diminish the primary role of this position, which is conducting the accounts receivable and revenue functions with Providence stakeholders

COMPETENCIES

- Multi-tasking capabilities
- Ability to thrive in a fast-paced work environment
- Analytical Reasoning: Ability to think through problems, assess options and understand processes
- Attention to Detail: Attentive to detail and thorough in completing work tasks
- Organizational skills: Electronic filing and email sorting for a smooth work flow
- 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
- Dependability: Reliable, responsible, and dependable, and fulfilling obligations
- Initiative: A willingness to take on responsibilities and challenges
- Team focussed: Working cooperatively and effectively to set goals, resolve problems, and make decisions that benefit the organization alongside others

EDUCATION & QUALIFICATIONS

- Minimum 1-2 years College or Technical school, Business Administration preferred



PROVIDENCE

- Proven accounting experience, preferably in Accounts Receivable
- High level of digital proficiency and knowledge of keyboard shortcuts
- Familiarity with bookkeeping and basic accounting procedures
- Proficient in MS Office 365 products
- Professionalism and adherence to ethical standards
- Working knowledge of Adagio Accounting Package, or Populi Student information system is an asset
- High proficiency with Excel (experience with SUMIF, pivot-tables, Macros or VBA is an asset)

PERSONAL COMMITMENT

- An active personal Christian faith commitment
- A commitment to Christian higher education
- Support the Providence mission, vision, and values
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

WORK ARRANGEMENT

- This is a 12-month Contract (with possibility of extension)
- This is a full-time position at 37.5 hours per week
- This is an in-person, on-site position, located at our Otterburne campus.

APPLY

Submit a cover letter and resume by email to:
Marlin Reimer, Director of Human Resources
Email: hr@prov.ca

Start Date: As soon as possible.

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. Applications from members of underrepresented groups are especially welcome. 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 prov.ca.