



PROVIDENCE

Business Office Accounting Clerk

For over 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 Associate Vice President of Finance, 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
- Assists the Financial Aid Administrator and the Associate VP of Finance with student payment plans
- Processes refunds on account

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

MONTH-END REQUIREMENTS

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



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- Performs cash out reconciliation to ensure data is accurate and ready for posting in following month

ADDITIONAL ADMINISTRATIVE DUTIES

- Creates internal charges/accounting entries including postage and meal cards
- Assist accountant as needed with routine journal entries
- Prepare process documentation and create efficiencies where possible

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
- Performs related duties as assigned by supervisor

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
- 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



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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 full-time position at 37.5 hours per week
- This is an in-person, on-site position
- This position will be located on our Otterburne campus

APPLY

Submit a cover letter and resume by email to:

Michelle Wiebe, CPA
Associate Vice President of Finance
c/o 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. Applicants must be legally entitled to work in Canada for this position. 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.