



# ST. THOMAS MORE COLLEGE

## UNIVERSITY OF SASKATCHEWAN

### Accounting Clerk

**Department:** Accounting

**Status:** Permanent

**Full Time Equivalent (FTE) 1FTE** (0.8 FTE (permanent part-time) may also be considered)

**Salary Range:** \$52,020 – \$72,828 per annum (2024 rates), prorated to time worked

**Posted:** 06/21/2024

**Closing date:** 07/04/2024

Positions Available: 1

St. Thomas More College (STM), the Catholic liberal arts college federated with the University of Saskatchewan (Usask) is seeking a permanent Accounting Clerk. The Accounting Clerk is responsible for providing comprehensive financial, administrative, and clerical support to ensure the effective, efficient, and accurate functioning of St. Thomas More College's financial operations and office administration. This role plays a crucial part in maintaining compliance with regulations, ensuring strong internal controls, and safeguarding the College's assets.

Reporting to the Controller, this position is responsible for data processing in the areas of accounts payable, accounts receivable, donations, research grants, monthly reporting, cash payments/receipts, and other areas as directed. The work is driven by constant deadlines, shifting priorities, and requires a customer-service orientation. The position requires keen attention to detail, exceptional organizational skills, and excellent written and verbal communication skills. Excellent computer and data processing skills are essential. The role also involves working with confidential information, necessitating a high level of discretion and adherence to privacy policies.

#### Key Responsibilities:

- Daily data processing of accounts payable invoices, accounts receivable invoices and collections, cash receipts, processing College donations, expense claims, research claims, and other special projects and tasks as required from time to time.
- Prepare and manage cash deposits, including pre-authorized transactions.
- Process accounts payable, including entering invoices, generating payments, maintaining vendor files and databases, and communicating with both internal and external stakeholders regarding approvals, vendor payments, and other related issues.
- Administer all accounts receivable activities, including invoices, following up with customers, processing receipts, and maintaining records.
- Manage the accounting email and oversee use of the accounts payable processing software tool.
- Coordinate the corporate credit card reconciliation process and related reporting.
- Collaborate with the Development Office, offering administrative support such as donation data entry.
- Verify and review all employee expense claims including travel, professional development, and other.
- Manage employee professional development allowance balances, listing, and reporting.
- Assist with the bank reconciliations and related tasks.
- Assist with month-end activities including recurring entries (e.g., postage, duplicating, telephone) and monthly reporting.
- Maintain a central effective filing system (primarily electronic) for all accounting documents, including fixed assets, donations, accounts payable invoices, and other pertinent records.
- Track and maintain accurate T4A listing and records.
- Maintain appropriate accounting forms and policies.
- Assist with year-end audit preparations and documents.
- Perform other accounting duties and special projects as directed by the Controller.
- Provide general administrative support across various departments.
- Support records management and ensure proper documentation.
- Participate in continuous improvement initiatives to enhance efficiency and effectiveness within the College.

#### Qualifications:

- Minimum of a post-secondary diploma in Accounting, Business Administration or other relevant programs is required.
- At least five (5) years of experience in accounting and administrative roles is considered an asset.

- A combination of education and experience will be considered.
- Advanced skills in Office 365, including Excel, Word, and SharePoint is considered an asset.
- Proficiency in Sage 300 or equivalent Enterprise Resource Planning (ERP) systems is highly desirable.

**Key Attributes:**

- Strong aptitude for understanding new concepts and mastering new software.
- Capability to manage multiple tasks while maintaining high levels of attention to detail.
- Independent work ethic balanced with the ability to collaborate as part of a team.
- Proficiency in both written and verbal communication.
- Solid organizational competencies.
- Familiarity with standard office procedures.
- Experience in continuous improvement initiatives and leveraging technology for operational effectiveness would be highly advantageous.
- Understands and maintains confidentiality in all aspects of the job.

**Working Conditions:**

- The position will mainly be in-person at the college with occasional work from home exceptions.

**Application:**

Interested candidates should email their resumé along with the names of three (3) references to the attention of the Manager of Human Resources, Payroll and Benefits at [humanresources@stmcollege.ca](mailto:humanresources@stmcollege.ca) by July 4, 2024.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. St. Thomas More College (STM) is committed to diversity within its faculty and staff complement. Underrepresented groups include those identified in the federal Employment Equity Act - women, visible minorities, Indigenous peoples, and persons with disabilities - including, but not limited to LGBTQI2+ people, and members of other designated groups are encouraged to self-identify on their application. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Additional information about STM and the University of Saskatchewan is available at <https://stmcollege.ca/>. **Only those invited for an interview will be contacted.**