



Employment Opportunity

The Accounts Receivable Finance Clerk will be responsible to carry out all the routine duties in the finance department. This position reports directly to the Senior Finance Officer. The Employee's philosophy should align with the UnBQ philosophy, vision and mission statements.

Responsibilities:

- Preparing invoices for Student Tuitions & Fees in a timely manner.
- Receiving payments and entering into current accounting system.
- Reconciling and issuing statements for all accounts receivable customers on a monthly basis.
- Contacting customers with outstanding balances.
- Preparation of bank deposit weekly or as required.
- Reconciling banks accounts monthly in timely manner
- Prepare annually T2202a's for student tuitions. February 28th would be the annual deadline.
- Record and track Dorm Room Rentals.
- Record and track Cafeteria Revenues.
- Will respond to staff inquiries courteously.
- Will do additional duties required by the Management Team such as typing, filing, etc.
- Filing all accounts correspondence.
- The materials and information within the finance department is to be regarded as confidential and must not be divulged to any persons outside of the department.
- Other related duties as may be assigned.

Qualification:

- Ability to assist in carrying out all Financial and Administrative duties for UnBQ
- Ability to demonstrate teamwork in his/her working environment.
- Knowledge of Word/Typing and Keyboard Skills
- Knowledge of Sage 300 Accounting system
- 2 years' experience in accounting
- Knowledge of filing systems

Posted: February 19, 2025

Closing: March 4 or Until suitable candidate found. Please submit resumes to: Sheila Poitras, Executive Assistant, University nuxel'hot'ine thaa'ehots'j nistameyimâkanak Blue Quills by email sheilap@bluequills.ca. We thank all applicants for their interest, however only those chosen for an interview will be contacted.