



# General Accounts Officer

Finance - Administration

Finance

**Job Posting:** U17-191                      **Closing Date:** December 15, 2017  
**Position Type:** Full-time / Term                      **Location:** Lansdowne Campus  
**Start Date:** January 8, 2018                      **End Date:** June 29, 2018  
**Schedule:** Monday - Friday; 8:30 am - 4:00 pm (35 hrs/week)  
**Salary:** Pay Grade 7; \$23.20 to \$24.78 per hour.

**New**

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

## **GENERAL STATEMENT**

Without direct supervision, but in consultation with supervisor, performs general accounting and clerical tasks in support of the financial operations of the college and the Foundation. This position processes, verifies, and reconciles a wide range of accounting transactions. The General Accounts Officer liaises with other departments and vendors to resolve a variety of problems, and performs a range of clerical duties to support financial operations.

## **TYPICAL DUTIES**

- Produces, distributes and reconciles high-volume scheduled cheque runs and reports. Prepares one-off cheques and voids and replaces manually as required;
- Prepares, balances and records deposits, including e-commerce transactions;
- Reconciles monthly college VISA logs to statements;
- Processes a high volume of data through the Colleague Financial system including payments for college Visa transactions;
- Creates and enters adjusting entries to the accounting records as identified through analysis of accounts and contact with other departmental personnel;
- Reconciles bank accounts accurately and on a timely basis;
- Processes money orders and electronic funds transfer requests;
- Provides reception, mail and other clerical services;
- Responds efficiently and with tact and diplomacy to a variety of information requests relating to accounts, balances, transactions, payment dates, etc. from students and staff;
- Organizes and maintains complete information regarding the college's current account codes;
- Performs cash control functions;
- Prepares working papers, reconciliations and payment documents for contractual activities between the college and third parties;
- Assists Accounts Payable officers, as required;
- Prepares an office calendar detailing office activities and timelines for completion;
- Orders and maintains department equipment, supplies, and inventories;
- Performs other related duties similar in scope and complexity.

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## **QUALIFICATIONS**

Grade 12 and a two-year accounting certificate plus three years experience in a computerized accounting environment, or an equivalent combination of education and experience.

- Knowledge of cash management principles and procedures.
- Ability to process large volumes of work accurately and in an organized manner.
- General knowledge of accounts payable and receivable processes.
- Ability to analyze and solve problems.
- Proven ability to work independently, and assume responsibility and accountability.
- Demonstrated ability to work under pressure and meet scheduled deadlines.
- Experience and accuracy with MS Office suite.
- Ability to relate well and work effectively with students, public or college staff in a tactful, courteous, and diplomatic manner.

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All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Apply online at [www.camosun.ca/careers](http://www.camosun.ca/careers). We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

***Camosun College is an Equal Opportunity Employer***