



Deny the ordinary.

Do extraordinary things at Portage College.

Student Accounts Clerk

Finance and Administration

Location: Lac La Biche campus

Position type: Part-time (.60) continuous

Salary: \$2,120 to \$2,749 per month (60% of full-time salary)

Job number: 17-ASB3-28-PC

Posting date: August 17, 2017

Closing date: Until suitable applicant is hired

ABOUT THE POSITION

Portage College has an exciting opportunity at its Lac La Biche campus for a Student Accounts Clerk. This position is primarily responsible for posting and account reconciliation for Student Accounts. Key responsibilities include:

Posting and Account Reconciliation

- Invoice student fees to be billed until auto invoice is active.
- Review and post monthly housing registries.
- Post housing checkouts, checkins and account adjustments.
- Post manual payment receipts and student adjustments.
- Post on account student Bookstore charges.
- Post Continuing Education charges and deposits.
- Post and file cash receivables to the general ledger.
- Post Alberta Human Services (AB Works) direct deposits.
- Student account reconciliations/closing accounts.
- Assist with year-end reconciliations.
- Prepare bank reconciliations for deposit.

Collections and Other Duties

- Provide second line cashier duties during student registration.
- Assist with collections if required.
- Assist with student related account inquiries.
- Assist with T2202a's and T4a's
- Records management.
- Provide cover off in Student Accounts as required.

QUALIFICATIONS AND EXPERIENCE

- Degree or diploma in accounting or related field. Equivalencies may be considered.
- Experience with high-volume data entry, record keeping and accounting are key assets. Previous experience with account reconciliation.
- Excellent computer skills, especially MS Excel. Knowledge and experience using Agresso Financial System would be considered an asset.
- Excellent problem solving skills to troubleshoot when information received is incomplete, inaccurate or contains errors.
- Must be highly organized, deadline driven and have a strong attention to detail.
- Must have strong customer service skills and the ability to communicate effectively with various stakeholders.
- Flexible as hours of work may include evenings and weekends during peak times.

ABOUT OUR COLLEGE & WORKING HERE

Portage College has been serving the region for nearly 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in business, health and wellness, human services, university studies, food sciences, trades and technical, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops. Our employees' dependants can also apply for tuition bursary discounts if they enroll in a program at Portage College.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience, and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at 780-623-5747.

Please note we don't accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.