

CONTRACT ADMINISTRATOR

Continuing Education

Location: Lac La Biche Campus
Position type: Full-time continuous
Salary: \$47,472 to \$61,560 per annum

Job number: 23-CAB4-75-PC
Posting date: January 24, 2024
Closing date: Will begin reviewing resumes on February 1, 2024

ABOUT THE POSITION

We are actively seeking a highly-creative individual with a strong background in business and a solid understanding of accounting. Reporting to the Operations Supervisor, this position is responsible for monitoring, tracking, and submission of contracts as well as contract administration. This position also ensures timely and accurate invoicing and posting in financial system of all activity related to cost recovery contracts.

Responsibilities include:

- Preparation, submission, monitoring and tracking of Continuing Education contracts.
- Budget management duties, including monthly account reporting.
- Create and maintain expenditure reports for Continuing Education contracts, completion and submission of compliance reports.
- Working with admin supports, coordinate College ancillary services required to support all contract training.
- Ensure invoicing is accurate, timely and consistent with Accounts Receivables guidelines.

- Posting A/R and revenue into financial system.
- Maintain filing system of all cost-recovery contracts and related documentation.
- Providing guidance and/or advice on Continuing Education contract guidelines and policies.
- Monitor A/R processes related to cost recovery contracts in an effort to promote efficiencies.

QUALIFICATIONS AND EXPERIENCE

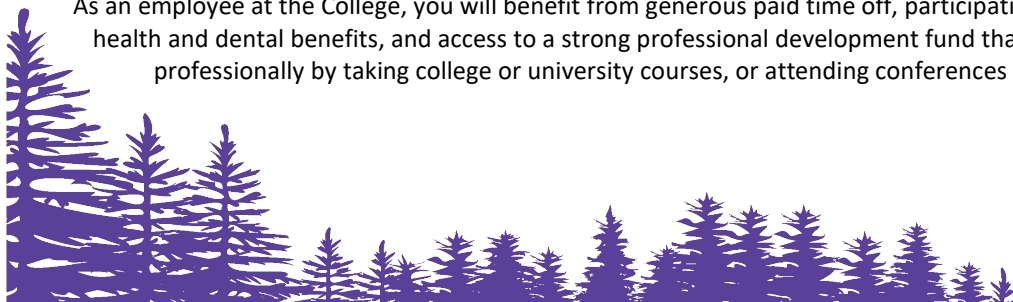
- Degree or diploma in Business or Accounting. Equivalencies may be considered.
- Strong skills in organization, data entry and customer service.
- Minimum of two-years' experience with computerized software.
- Must be proficient with computers, especially MS Office.
- Effective communication skills are essential.
- Demonstrated ability to work independently and provide sound decision making.
- Successful applicant will be required to provide a current police information check.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for more than 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 health and wellness, business, human services, university transfer, food sciences, trades and technology, 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, excellent health and dental benefits, 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.



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 do not 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.

