

## FINANCE CLERK

### Department of Finance

**Location:** Lac La Biche campus  
**Position type:** Full-time Term until December 2026  
**Salary:** \$4,029 to \$5,225 per month

**Job number:** 24-017  
**Posting date:** July 23, 2024  
**Closing date:** Will begin reviewing resumes on August 2, 2024

## ABOUT THE POSITION

Portage College is actively seeking a Finance Clerk - Accounts to provide support to Student Accounts at the Lac La Biche campus and a Finance Clerk to provide support to the Operations and Budget Office.

Some of the responsibilities include:

- Provide front line customer service for Student Accounts; issue student statements, receipts, and take student and customer payments.
- Provide coverage for cash & banking duties, including deposits.
- Backup for out clearance preparation, student refunds, and student account payment arrangements.
- Assist with the preparation of T2202's.
- Posting receipts and payments.
- Perform account reconciliations.
- Posting vendor invoices.
- Backup for Accounts Receivable and Accounts Payable.
- Lead/ records management within the Finance department.
- Assist in all finance areas during peak times.

## QUALIFICATIONS AND EXPERIENCE

- Post-secondary diploma in Business or Accounting. Equivalencies may be considered.
- Three years of experience working in a senior administrative role is preferred.
- Experience with reconciliation of financial accounts, banking and cash management is preferred.
- Excellent problem-solving skills to troubleshoot when information received is incomplete, inaccurate or contains errors.
- Strong computer skills, especially with Microsoft Excel.
- Experience or knowledge of Agresso Unit4 would be considered beneficial.
- Must be highly organized and have a strong attention to detail.
- Ability to work independently and manage deadlines.
- Excellent verbal and written communication skills.
- Successful applicant will be required to provide a current police information check.

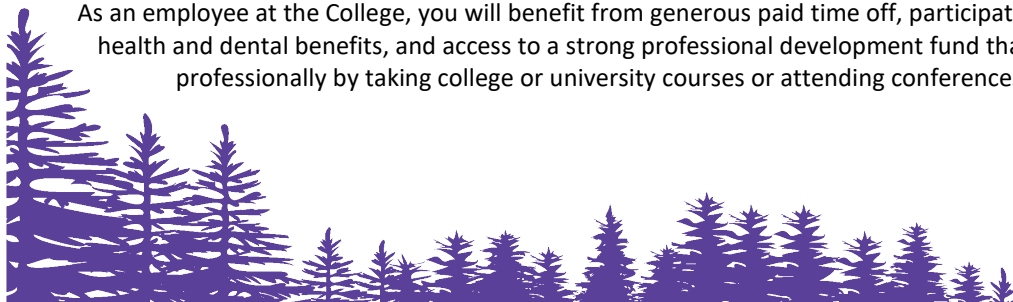
\*A remote or hybrid work arrangement may be considered for the right applicant within the Portage College service region for the Finance Clerk role.

## 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 over 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](mailto: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.

