

## FINANCE CLERK

### Department of Finance

**Location:** Lac La Biche Campus  
**Position type:** Casual  
**Salary:** \$23.38 to \$30.32 per hour (plus 11.2% vacation/holiday pay)

**Job number:** 23-FCB3-11-PC  
**Posting date:** February 9, 2023  
**Closing date:** Until a suitable candidate is found

## ABOUT THE POSITION

Portage College is actively seeking a Finance Clerk to provide support to Accounts Payable, Accounts Receivable and Student Accounts at the Lac La Biche campus.

Some of the responsibilities include:

- Cover off for Student Accounts Team, Accounts Receivable Clerk and Accounts Payable Clerk.
- Provide front line customer service for Student Accounts.
- Provide coverage for cash & banking duties, including deposits.
- Prepare invoices and statements for customers.
- Prepare & enter sponsorship agreements, prepare add/drops and out clearances.
- Assist with the preparation of T2202's & T4A's.
- Posting receipts and payments.
- Perform account reconciliations.
- Posting vendor invoices.
- Process expense claims and accountable advances for all College employees.
- Prepare vendor payments by cheque.
- Ensure that College purchasing, capital assets and staff development guidelines are adhered to.
- Assist with student intakes, filing, archiving, posting and other duties as required.

## QUALIFICATIONS AND EXPERIENCE

- Post-Secondary Diploma or Certificate in Business or Accounting. Experience and other equivalencies may be considered.
- Experience with high-volume data entry, record keeping, and accounting are assets.
- 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.

## ABOUT THE COLLEGE

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.



## 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.

