

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: 23-FCB5-85-PC
Posting date: April 25, 2024
Closing date: Will begin reviewing resumes May 3, 2024

ABOUT THE POSITION

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

Responsibilities include:

- Perform monthly and quarterly account reconciliation.
- Prepare annual donor receipts for charitable donations; Generate reports summarizing donation activity.
- Prepare supporting documents for annual WCB submissions.
- Assist with T2202 preparation
- Reconcile all College bank accounts regularly.
- Post daily sales receipts from various sources (salon, grill, bookstore).
- Manually post housing charges and checkouts; Handle billing and payment processes for non-student residents.
- Perform quarterly and year-end adjustments for inventory accounts.
- Generate and distribute deferred monthly and quarterly revenue reports.
- Provide coverage and assistance for Cash & Banking Clerk, Accounts Clerk, and Accounts Payable Clerk when required.

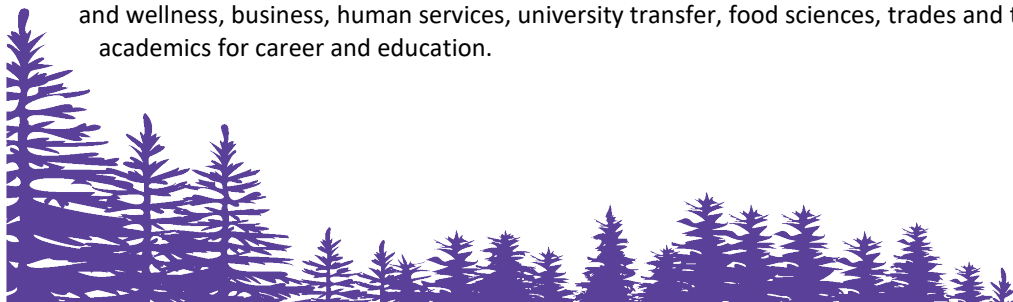
QUALIFICATIONS AND EXPERIENCE

- Post-secondary diploma in Business or Accounting.
- 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 Unit4 would be considered beneficial.
- Must be highly organized and have a strong attention to detail.
- Ability to work independently and manage deadlines.
- Excellent communication skills.
- 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 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, 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.

