



**THE STUDENT
ASSOCIATION**
AT DURHAM COLLEGE & UOIT

JOB POSTING INFORMATION

JOB TITLE: FINANCE GENERALIST

JOB CODE: SA-FIN-13

DATE POSTED: MAY 22ND, 2013

POSTING EXPIRES: MAY 29TH, 2013 - 5:00PM

JOB CATEGORY: CONTRACT, FULL-TIME, 40 HOURS PER WEEK

TRAVEL REQUIRED: SOME

SALARY RANGE: \$31,200 - \$37,440 (NON-NEGOITABLE)

LOCATION OF WORK: STUDENT CENTRE, NORTH OSHAWA CAMPUS

WILL TRAIN APPLICANT: SOME

JOB SUMMARY

The Student Association at Durham College & UOIT (SA) provides students with a positive college/university experience by developing a sense of community and diversity on campus through the delivery of superior advocacy, services, and support. The SA operates several spaces at all three campuses and is extremely proud of its Student Centre which houses E.P. Taylor's Pub & Restaurant, the Tuck Shop, lounge space, a print shop, and offices.

Reporting to the Financial Controller, the Finance Generalist is responsible for verifying, allocating, and posting all business transactions to the specified departmental accounts and will assist the Financial Controller in all stages of the accounting cycle. The Finance Generalist will prepare reports and analyses as requested by the Financial Controller and will provide front-line support to staff, students, and community partners regarding SA financial matters.

SUMMARY OF DUTIES:

- Accounts Receivable: Prepares invoices from sales reports, deposit reports, and/or brief instructions in an accurate and timely manner. Maintains a current list of receivables, follows up on overdue receivables and sends reminder letters, records payments, issues receipts, and ensures vendor files are kept up to date.
- Accounts Payable: Enters all invoices into the accounting system, creates cheque tracking sheets, completes weekly cheque run and distributes cheques for retail outlets.
- Cash Management: Ensures all safes are balanced on a daily basis and investigates any variances. Counts daily deposits from various service areas to ensure cash on-hand matches the sales reports and investigates any variances with service area supervisor.
- Administrative Support: Provides support to Financial Controller by filing financial documents, writing emails and letters, and making telephone inquiries.
- Reconciliations: Completes bank reconciliations for all bank accounts, petty cash, credit card program, and event tickets. Investigates and resolves any account discrepancies.
- Monthly Financial Analysis: Completes the necessary monthly financial reports and variance analysis for review by the Financial Controller.
- Audit Preparation: Maintains the audit file for capital expenditures, prepares documentation and



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schedules for annual compliance audit.

- Budgeting: Assists the Financial Controller during the annual budget process.

KEY COMPETENCIES:

- Attention to detail regarding financial statements and operational cash management.
- Organized and comfortable adapting to the rapidly changing requirements of a student organization.
- Strong analytical skills. Able to identify and recognize deviations or inefficiencies in record keeping.
- Inter-personal effectiveness demonstrated through verbal and written communication with internal and external stakeholders, including operations management and personnel, college/university financial staff, banking and regulatory officials.
- Time management and multi-tasking abilities with a high degree of accuracy.
- Capable of handling multiple delivery deadlines for various stakeholders.

QUALIFICATIONS:

- College diploma or university degree in accounting, finance or business.
- Actively pursuing professional designation in accounting (CMA/CGA) of at least a Level 2 or higher is preferred.
- Two years experience in a financial role assisting senior level managers required.
- Knowledge of federal and provincial legislation related to financial reporting of non-profit organizations.
- Knowledge of MS Office required with intermediate skills in Excel preferred.
- Experience in Simply Accounting or other comparable accounting software is required.

BENEFITS:

- Professional development opportunities
- Parking pass
- Health Insurance after three (3) months of continuous employment
- Two (2) weeks paid vacation

APPLICATION INFORMATION

PREFERRED RESPONSE METHOD:

EMAIL - saadmin@dc-uoit.ca WITH THE SUBJECT LINE: FINANCE GENERALIST

APPLICATION INSTRUCTIONS: PLEASE SUBMIT A COVER LETTER AND RESUME OUTLINING RELEVANT EDUCATION AND EXPERIENCE BY EMAIL ONLY TO THE SPECIFIED EMAIL ADDRESS ABOVE.

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.