

Financial Administrator

Brandon, MB (On-Campus)

Full-time, Regular

Competition # 50-21/22

Salary: \$49,591 to \$56,626 annually (\$26.22 to \$29.94 hourly)

Classification: Accounting Clerk 2

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We put a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement. Assiniboine Community College has an exciting full-time opportunity for a Financial Administrator to join the Financial Services Team.

Be Passionate.

You are passionate about accounting and can work independently in a fast-paced, high volume environment with an emphasis on accuracy and timeliness. You are resourceful in dealing with issues, interact effectively in a team environment and are able to build effective relationships with students, staff and multiple external stakeholders.

Take Initiative.

You will have experience in all aspects of accounts receivable, including invoicing, communications management, receipting of payments and reconciliation of accounts. You are the type of person who has a positive attitude and continuously works towards improvement of processes by analyzing trends and making recommendations. This position is key in the assessment and reconciliation of student insurance programs and monthly bank reconciliations. Skills in gathering data and assessing for accuracy are required for compliance and generation of annual T2202 tax forms.

Deliver Results.

To deliver results you will hold a diploma in Finance or Accounting (or relevant post-secondary education) with several years experience in accounts receivable and account reconciliation. You will be an organized, detail-oriented individual with advanced computer skills with an emphasis in MS Excel. Excellent communication, problem solving and analytical skills are also required.

This competition will remain open until filled.

Please note: The college's COVID-19 Campus Access Policy puts in place rules and requirements for students, staff and others accessing Assiniboine's multiple campuses to prove they are fully vaccinated or undergo routine testing to show a negative COVID-19 test.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or humanresources@assiniboine.net.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter via email/fax/mail to us. Our contact information is provided at the bottom of this advertisement.

We thank you for your interest. Those selected for further consideration will be contacted.