INTERNAL JOB POSTING
Mar 17, 2023

Financial Assistant
Full-time Permanent Position

The University Students' Council of the University of Western University is seeking a Financial Assistant on a full-time permanent basis. This position is within the Collective Bargaining Unit and is classified at Band 4 in the grading unit.

Reporting to the Accounting Manager, the successful candidate will be responsible for providing support to the Senior Manager, Finance and the Accounting Manager in collecting, monitoring and processing of financial information. The Financial Assistant will provide accounting support to the USC, Radio Western and the USC Foundation. This candidate also must act in accordance with USC and Western University's policies.

Hours of work are 8:30 a.m. - 4:30 p.m. from Monday to Friday; however, these hours are subject to change due to fluctuating operating hours. Please see below the full job description for additional information.

Please forward your resume for review by Friday, April 7th, 2023 at 4:30 p.m. to:
karla.pacheco@westernusc.ca

USC People and Development
University Students' Council of The University of Western Ontario
Room 340, UCC Bldg. London, ON N6A 3K7
karla.pacheco@westernusc.ca

Please note: The Corporation is currently also accepting resumes from USC Bargaining Unit Employees and other internal applicants as per the Collective Bargaining Agreement. Only those deemed qualified will receive notification of an interview. The University Students' Council of the Western University is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.

Job Title: Financial Assistant **Supervisor:** Accounting Manager
Division/Department: Finance/Accounting **Grading:** Band 4
Effective Date: March 2023

Position Summary:

Responsible for providing support to the Senior Manager, Finance and the Accounting Manager in collecting, monitoring and processing of financial information. The Financial Assistant will provide accounting support to the USC, Radio Western and the USC Foundation.

Position Responsibilities:

1. Administration:

- Maintain compliance with all relevant policies and procedures applicable to the USC.
- Maintain a high level of confidentiality, professionalism, objectivity, and fairness.
- Administrative support to the Senior Manager, Finance and Accounting Manager.
- Responsible for the provision of all administrative support to Radio Western and USC Foundation.
- Provide assistance with the administration of the Western University Service of Canada Student Refugee Program funds.
- Liaise with the VP Student Services and Grants Coordinator in the administration of USC Grants.
- Liaise with the insurance provider regarding insurance certificates.
- Review of all capital equipment/furniture and set up maintenance of database/library of assets.
- Provision of administrative support to the Senior Manager Finance the preparation of the annual budget.

2. Customer Service:

- Assist and provide support to the Senior Manager, Finance and the Accounting Manager as required.
- Provision of all accounting support to Radio Western and USC Foundation.

3. Operational

- Completion of all non- Capital purchase orders upon the approval of the Senior Manager, Finance
- Reconciliation of USC bank accounts and online sales
- Processing of all Accounts Payable eTransfer and Wire transfer transactions
- Processing of all Club accounting functions
- Generate and distribute monthly transaction reports to Senior Managers
- Processing of all eTransfer requests
- HST monthly reconciliation

- Monthly telephone reconciliation
- Other responsibilities as assigned by the Senior Manager, Finance and Accounting Manager

Contacts:
Internal: USC VP Student Services, USC Volunteers, Full-time Staff
External: Government Agencies, Western Staff, Radio Western personnel, Insurance Broker

Education: BA in a related discipline or a two-year accounting certificate

Experience: Minimum of 2 years accounting experience. Must demonstrate a positive, inclusive attitude, superb interpersonal and organizational skills. Working knowledge of accounting software. Experience with SAGE or a similar system is a requirement.

Other Consideration/Skills:
Interpersonal skills must be well developed. Pleasant telephone/reception manner is necessary. Familiar with various software programs. Experience in customer service and working with confidential information is an asset.

Working Conditions:
Frequently sitting in front of the computer terminal for extended periods, frequent interruptions and noise. Working Hours 8:30am - 4:30 pm.