



Position Summary

Reporting to the Accounting Manager, the Accounting Technician oversees the organization's accounts receivable operations, including invoicing, payment processing, monitoring outstanding balances, and maintaining accurate financial records across the organization. As part of the Finance team, the role also supports other accounting functions and financial administrative processes as required, contributing to the accuracy, efficiency, and effective management of the organization's financial operations.

Duties

- Accounts Receivable Function
 - Perform daily integration of accounts receivable from the student information system and direct data entry as required, working with the college's Information Officer to ensure accuracy of the information between the two systems.
 - Assist all locations with daily receipts, deposits, balancing, and data entry in the student information system and train new users as required.
 - Tracking of EFT payments including payments from international students.
 - Monitor accounts to ensure payments are received in a timely manner and assist with the collection of overdue accounts.
 - Reconciling accounts receivable to the general ledger and tracking prepaid tuitions for future years.
 - Accounts receivable invoicing including statement preparation and assisting with the collection of overdue accounts.
 - Assist with monthly and year-end finance reconciliations related to accounts receivable.
 - Support ledger entries related to receivables.
 - Assist with financial reporting and documentation for audits as required.
 - Process credits, adjustments or refunds when required.
 - Track agreements requiring periodic invoicing and ensure invoices are issued accordingly.

- Customer/Internal support
 - Respond to internal and external inquiries regarding invoices, payments and account balances.
 - Work collaboratively with program areas and departments to ensure accurate billing information.
 - Provide administrative and account support to the Finance department as required.

- Systems and Data Management
 - Maintain financial data in accounting software and related systems.
 - Import, validate, and reconcile financial data files where applicable
 - Ensure accuracy and confidentiality of financial records.

➤ Other Functions

- General journal entries as required.
- Preparation of various reports for internal and external users including provincial and federal governments.
- Identify discrepancies or problems in data or processes and troubleshoot errors.
- Document of processes and procedures as they relate to the accounting functions.
- Identify opportunities for continuous improvement and recommend process enhancements.
- Assist in annual budget preparation and reporting.
- Assist in preparation of annual audit working papers.
- Provide backup to accounts payable function.
- Filing & organization of paper based & electronic records including maintenance of the college's archive files.
- Any other related duties as requested.

QUALIFICATIONS:

Knowledge, Skills and Abilities

Candidates should be able to demonstrate:

- Knowledge of computerized accounting systems with experience in Business Central preferred.
- Knowledge of Microsoft Office applications including Excel, Word, and Outlook Email.
- Knowledge of accounting principles and procedures as they relate to the recording of revenue and expenditures.
- Experience in prioritizing tasks and managing workload, time managements skills, and the ability to work with minimal supervision.
- General knowledge of office equipment and administrative systems.
- Oral and written communication skills.
- Work co-operatively with college staff, suppliers, clientele and external organizations/individuals.
- Attention to detail and accuracy.
- Ability to learn and follow directions, policies and procedures.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and prioritize workload.
- Organizational skills.
- Problem solving skills.

Education and Experience

- The minimum educational qualification for this position is a two-year Diploma, from a recognized institution, with a major in accounting. This education must provide knowledge of accounting principles and procedures, computerized accounting systems, strong use of computers, knowledge of business practices, and interpersonal and communication skills.
- The minimum amount of practical, related experience required to perform the duties of this position is two years in a similar accounting environment. This experience will demonstrate that the applicant has the skills required to complete a total fiscal year of an accounting cycle.
- Previous work experience with Office 365, including Teams and Excel, is required.
- Experience with Dynamics 365 Business Central is preferred.
- Demonstrated experience working in a cross-cultural environment