



# JOB POSTING

**Date:** January 11, 2022

**Competition:** #22-01A

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## APPLICATIONS ARE INVITED FOR THE FOLLOWING PART-TIME REGULAR POSITION

**Position:** Financial Services Clerk with Accounts Payable and Accounts Receivable Focus

**Division:** Finance & Administration

**Location:** New Westminster Campus

**Reporting To:** Assistant Controller, Finance & Administration

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### Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

### Summary:

Reporting through the Senior Accounting Supervisor, this position reports to the Assistant Controller and is responsible for performing a variety of financial support functions relating to accounts payable and accounts receivable. The Financial Services Clerk is a member of a team that is supportive and works towards creating a positive team environment for the benefit of the entire division.

### Primary Responsibilities:

#### Accounts Payable:

The position is responsible for full cycle Accounts Payable (AP) duties, and also acts as back up for other AP positions:

- Timely and accurate processing of vendor invoices, staff and student expense claims, and corporate credit card purchases into Unit 4;
- Checking and verifying documents for proper authorization, coding rates, tax calculations, and matching to supporting receipts;
- Reviewing and ensuring all payment requests are in compliance with JIBC Financial Management policies and procedures;
- Generate cheques or direct deposit batches as applicable for weekly payment cycle;
- Post purchase orders into Unit 4 and ensure proper application of balances to vendor invoices;
- Process pre-authorized debit payments;
- Investigate and take corrective action for stale dated or lost cheques;

- Correct AP transactions to general ledger through journal entries;
- File paid invoices and other reports relating to accounts payable;
- Respond to enquiries from academies/divisions regarding accounts payable matters including JIBC Financial management policy and procedures and application of sales tax;
- Liaise with suppliers, investigating outstanding statement items and resolving discrepancies and payment related issues; reconcile Unit 4 vendor sub-ledger accounts to vendor statements and ensure that accounts are current;
- Fill out company and reference sections on credit check forms from new vendors;
- Stay current with Canadian sales tax legislation and in particular legislation relating to Education and Public sector;
- Ensure timely posting of accounts payable transactions to meet monthly and annual reporting objectives;
- Petty cash reconciliation and duties;
- Other Finance Division duties, as assigned.

#### **Accounts Receivable:**

The position works in a co-operative team environment with Accounts Receivable (AR):

- Process and prepare accounts receivable trade invoices and credit memos; check and verify cost centre and general ledger account coding; check for proper inclusion of sales taxes and apply Institute surcharges in accordance with financial management procedures;
- Apply payments (cash or internal) to customer sub-ledger accounts;
- Daily cash application to Unit 4;
- Formulate and journalize prepayments and overpayments to the general ledger;
- Reconcile and balance accounts, generating statements and a variety of financial reports;
- Ensure all sales and payments are posted to the proper accounting period according to Generally Accepted Accounting Principles; meet the monthly reporting objectives of the Finance Division by processing transactions within strict deadlines;
- Make soft collection calls to customers with outstanding debt and within standards set by the Finance Division; negotiate and persuade customers with delinquent accounts to make payment; communicate status of problem or disputed accounts to Supervisor;
- Maintenance and review of aged receivables report by matching credits and debits and investigating delinquent balances; make recommendations for refund of credit balances to Supervisor;
- Respond to enquiries from JIBC staff regarding customer accounts and matters regarding internal procedures; assist JIBC staff with enquiries regarding coding, sales taxes, and surcharges;
- Respond to customer enquiries and provide assistance to Registration staff on accounting issues;
- Other Finance Division duties, as assigned.

#### **Qualifications & Requirements:**

- Completion of Accounting certificate or diploma offered by public post-secondary Canadian educational institution; or other acceptable equivalent courses;
- Minimum one-year experience in accounting/finance;
- Proficiency in Excel;
- Good working knowledge of accounting principles and practices relating to accounts payable, including leaving and following an audit trail;
- Ability to formulate journal entries relating to position responsibilities;
- Basic understanding of Generally Accepted Accounting Principles as related to accounts payable and receivable;
- Basic understanding of financial statement implications to position responsibilities;

- Good working knowledge of sales tax rules, both Provincial and Federal;
- Fast and accurate data entry skills in a high volume and detailed oriented environment;
- Ability to set priorities, multitask, and organize own workload to meet rigid deadlines;
- Ability and interest in learning and mastering a complex set of rules.
- A high service orientation and the ability to work through conflict in a tactful and diplomatic manner;
- Ability to discuss matters of dispute with a variety of internal and external stakeholders, using fact, logic, and superior listening and communication skills to gain co-operation and resolution.

**Additional Information:**

- Occasional overtime may be required.

**Note: Short listed candidates will undergo testing in the following:**

*Accounting test, Data Entry, Typing, Excel and Word.*

Please note this part-time position also qualifies for benefits, including Extended Health and Dental after six months.

**Salary Range:** \$25.55 to \$27.33 per hour (BCGEU Salary Grid 11) with a temporary Service Improvement Allocation add-to-pay of 3.25% (\$29.06 - \$31.08 bi-weekly) which will end on June 30, 2022, based on a 17.5 hour work week

**Posting Date:** January 11, 2022

**Closing Date:** February 1, 2022

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #22-01A, via email to [hr@jibc.ca](mailto:hr@jibc.ca).

Please feel free to contact Kelly Meehan, Assistant Controller at [kmeehan@jibc.ca](mailto:kmeehan@jibc.ca) for more information about this position.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

