



EMPLOYMENT OPPORTUNITY

Finance Clerk – Student Accounts

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university- acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

POSITION

Title:	Finance Clerk - Student Accounts
Supervisor:	Director of Financial Operations
Classification:	Administrative Support Agent, Principal Class
Category:	Support Staff
Status:	Permanent, Full-time
Working Hours:	Weekdays, 35 hours
Hourly Rate:	\$21.62 to \$26.47
Start Date:	As soon as possible

NATURE AND SCOPE

The Finance Clerk is responsible for providing clerical support to the Director of Financial Operations. The incumbent assists in the day-to-day operations of the office to ensure that key processes flow smoothly in a timely fashion.

RESPONSIBILITIES

- Invoices students, collects tuition fees and other fees, records and reviews accounts. Performs collection procedures on outstanding accounts, follows up and tracks delinquent accounts
- Performs data entry and updates information relating to tuition fees and other payments received by the College into Clara system
- Prepares government tax receipts for students in both Clara and Coba systems and manages distribution
- Receives all money and prepares deposits and deposit vouchers for all bank accounts

- Enters Deposit vouchers and other receivable receipts into Coba system
- Balances petty cash and prepares petty cash journal
- Performs data entry and collects proper documents for international insurance, and reconciles with Registrar office information
- Collects fees and prepares report for Preparation for English College Studies (PECS) Program
- Prepares all month end reports required to reconcile Student A/R (from sub-ledger Clara to G/L COBA) and answers queries directed to the reports
- Maintains inventory of office supplies, including ordering of supplies for the entire College and preparation of journal entries
- Provides clerical and secretarial assistance to the Director of Financial Operations, including general organization of files and assistance during audit and tax periods
- Performs general office duties: word processing, spreadsheets, typing, filing, photocopying, mail distribution, maintaining office in good order
- Performs data entry using Excel, Clara and Coba systems
- Answers queries directed to the Finance Office
- Assists in year-end inventory and preparation of material for the annual external audit, as well as Open House and other College activities related to student admission
- Assists with parking permits and towing/ticketing procedures for both employees and students
- Fulfils other duties as required

PROFESSIONAL ATTRIBUTES

- Ability to interact and work effectively with various groups, including parents, students and other College employees
- Detail-oriented with a high level of efficiency; diligent with rules and procedures
- Professionalism, discretion, good judgment
- Strong communication skills
- Proactive and self-motivated
- Ability to work independently or as part of a team
- Flexible and ability to adjust to change

QUALIFICATIONS

- College level diploma (DEC) or equivalent in an appropriate field
- Strong familiarity in Microsoft Office (testing may be required)
- Excellent spoken and written English and French (testing may be required)
- Experience with Coba and Clara is an asset
- Knowledge and experience in accounts receivable and collections and some background in accounting
- Minimum of two (2) years of pertinent experience

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please forward a CV, cover letter and copy of your degree (incomplete applications will not be considered) no later than 5 pm on Wednesday, November 24, 2021 by e-mail to careers@marianopolis.edu.