

Accounting Clerk - Ancillary Business Operations Ancillary Services

Full-Time Position Available

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

Reporting to the Manager, Campus Store & Print Shoppe, this position oversees the day to day accounting aspects and related processes of the various ancillary business operations. The incumbent will play a key role in ensuring the integrity of the various POS, inventory management and operational software platforms utilized in all the business areas. Together with the various operational supervisors, the Accounting Clerk will ensure adherence to College financial controls as well as recommending process improvements that positively impact operational efficiencies. Major aspects of the job include overseeing the cash management processes of the ancillary business units, support of the work of all the units across multiple platforms and assisting management with required ad-hoc reporting requirements. The incumbent will assist with the completion of month-end and yearend processes, ensure accurate working papers, batching of Accounts Payable invoices and other various accounting and administrative duties as required.

Required Qualifications:

- Financial and Business accounting experience, including cash management.
- Certificate in Accounting or Business Administration or a combination of education and experience may be considered.
- Significant experience providing support and performing a wide variety of office administrative responsibilities
- Demonstrated ability in utilizing excellent organizational and multi-tasking skills, such as effectively operating with multiple software solutions simultaneously.
- Ability to work in a fast-paced, results driven operation while meeting reasonable deadlines
- Advanced MS Office utilization capabilities, including Excel, Word and Outlook, and a working knowledge of inventory management and Point of Sale (POS) systems
- Excellent interpersonal skills.
- Excellent verbal communication skills
- Effective written communication skills
- Ability to work individually and as a member of a team
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Diploma in Business Administration, Accounting or related field
- Working towards a Canadian recognized Accounting Designation
- Experience working in a large organization.
- Experience working with an Enterprise Resource Planning software system. (i.e. - SAP, Colleague, PeopleSoft, etc.)
- Experience in a retail or service related industry.
- Experience in successfully impacting process improvement initiatives.

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check
- May be required to work in any of the RRC Campus Locations
- Incumbent must be capable of lifting or moving objects up to 50 lbs

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2018-035
Closing Date: April 24, 2018
Salary Range: \$38,772 - \$53,070 per annum

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr
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