Accounting Clerk, Ancillary Services
Controller's Office

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.

DUTIES
Reporting to the Accounting Manager, Ancillary Services, the 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 Point of Sales (POS) and software platforms utilized in all the business areas. Together with the various stakeholders, the Accounting Clerk will ensure adherence to College financial and internal 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 various ancillary business units, support of the work of all ancillary units’ across multiple platforms and assisting management with required ad-hoc reporting requirements. The incumbent will assist with the completion of month-end and year-end processes, ensure accurate working papers, batching of Accounts Payable invoices and other various accounting and administrative duties.

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

ASSETS
- Degree 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. Colleague, SAP, PeopleSoft, etc)

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

COMPETITION NUMBER
2019-014

CLOSING DATE
January 31, 2019

SALARY
$38,772 - $53,070 per annum

POSITION LOCATION
Notre Dame Campus (Winnipeg, MB)

POSITION TYPE
Full-Time Position Available

APPLY BY EMAIL TO
humanresources@rrc.ca

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.

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