

Account Administrator Lead (A/R)

Financial Services

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.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

The Accounts Receivable (A/R) Lead assists the A/R Account Administrators by providing guidance in day to day processes, ensuring that financial information is correct, ensuring the accuracy and dependability of data in compliance with audit requirements, College policies and guideline, protocol and authorization prior to processing payments or refunds. The lead acts as a back up on accounts receivable duties to the Accounting Manager – Transactional Services.

The A/R Lead will be responsible for training new College staff on cash controls and processes. Lead will assist in reviewing and recommending changes to processes and controls within the accounts receivable department. The A/R Lead will represent the A/R team in testing of upgrades to Colleague and Recruiter in conjunction with the Financial Services Business Analyst. The Lead will assist the A/R Account Administrators in collection efforts and will review the allowance for doubtful accounts and bad debt assumptions, calculations and postings. The Lead serves a financial services representative on the Student Team and Refund Committee

REQUIRED QUALIFICATIONS

- Diploma with an accounting major: a combination of education and experience may be considered
- Experience in leading an accounts receivable team, preferable in a large organization
- Extensive experience working in accounts receivable with a large Enterprise Resource System (ERP)
- Experience providing excellent customer service
- Ability to work independently and within a team environment
- Ability to prioritize and complete multiple tasks within predetermined timelines
- Excellent organizational skills with attention to detail and accuracy
- Effective written and verbal communication skills
- Excellent interpersonal skills
- Experience with Microsoft Office products (Excel, Outlook, Word and PowerPoint)
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Experience working with Colleague ERP system

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

2019-240

CLOSING DATE

October 18, 2019

SALARY

\$47,302 - 64,683 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.



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 rrc.ca/hr

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