

Accounting Assistant I (Grade 6)

Department: Bursary

Duties of the post include:

- Reconciling of ledger accounts.
- Preparing financial statements for monthly, quarterly and final accounts.
- Processing payments specific to the assigned Section.
- Processing of purchase orders specific to the assigned Section.
- Maintaining budgetary control of departmental accounts.
- Ensuring strict adherence to the department's reporting deadlines.
- Performing any other duties that may be assigned to ensure that the departmental goals are achieved and are in alignment with the University's strategic objectives.

KNOWLEDGE, SKILLS AND ABILITIES:

Applicants should possess knowledge of accounting principles, practices and procedures; knowledge of computerized accounting systems and applications. Applicants should have the ability to meet strict reporting deadlines and should be skilled in performing detailed and complex numerical computations and reports. Candidates must be proficient in MS Office Suite and knowledge of Banner Finance and/or PeopleSoft HRMS will be an asset.

MINIMUM QUALIFICATIONS:

Education:

A BSc Degree in Accounting/Management/Finance or completed 50% of the ACCA Fundamental Level, or equivalent professional accounting qualifications from a recognized body.

Experience:

Required: At least one (1) year experience in a computerized accounting environment.

COMPETENCIES:

- Client Focus
- Attention to Detail

- Interactive Communication
- Teamwork
- Work Ethics & Values
- Planning & Organizing
- Continuous Learning
- Adaptability
- Using Information Technology
- Initiative
- Analytical Thinking
- Critical Judgement
- Accounting & Reporting