



JOB DESCRIPTION

JOB TITLE	Assistant, Business Services
JOB LEVEL	C
DEPARTMENT	Organizational Support Services, Business Services
SUPERVISOR	Supervisor, Business Services Supervisor, Operational Accounting

POSITION SUMMARY

The Assistant, Business Services provides organizational support by processing accounts payable and receivable, and reconciling purchasing card statements. The emphasis on particular responsibilities may vary by assignment.

DUTIES AND RESPONSIBILITIES

- Process payment for supplier invoices, requests for cheques, expense requisitions, mileage and petty cash reimbursements, retirement gratuities, garnishments and certificates of payment.
- Confirm accuracy of data entry through the budgetary accounting system.
- Follow established procedures for collecting outstanding accounts receivables, maintaining accounts and making adjustments.
- Track, verify and file all purchasing card statements, follow-up to collect missing information and identify discrepancies with respect to Board procedures and policies.
- Liaise with collection agencies regarding delinquent accounts.
- Conduct banking and related duties including bank deposits.
- Monitor and reconcile accounts; investigate and take action to resolve discrepancies.
- Process all journal and ledger account entries and necessary budget adjustments.
- Administer trust and scholarship accounts and process cheques as necessary.
- Submit government remittances such as sales tax and source deductions.
- Prepare necessary government reports.
- Assist with the budget process as requested.
- Process incoming and outgoing correspondence (mail, email, fax and courier).
- Assist with the testing of new software for department.

EDUCATION

Completion of a one year post-secondary program in accounting or business administration or equivalent.

EXPERIENCE

One year of related work experience is required.