THE KING'S UNIVERSITY

A Record of Success: *The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.*

Contract Accounting Support
Full-time, Temporary
1-year contract with the possibility of 1-year extension

POSITION SUMMARY

The Contract Accounting Support person is responsible for providing backfill support for accounts receivable, accounts payable and payroll during the institution's new software implementation. Handling day-to-day tasks within each area, the individual will work at maintaining record-keeping within the current systems, while existing staff begin to implement the new software system. The individual is tasked to ensure the accurate and timely recording of all revenue received; continue the cash flow management and payment processes of expenses, invoices and Visa payments, capital asset tracking and PO management; and take on the intricate details of hourly and salary requirements of the King's payroll and associated paperwork for new hires and terminations.

KEY RESPONSIBILITIES

Accounts Receivable
- Prepares and processes all student and non-student funds received or receivable, using (Sage™), including the following:
    - Invoice or billing transactions including tuition, residence, athletics, other fees, food services, conference, and bookstore sales.
    - Process payment transactions, including cash, cheques, credit or debit card receipts on account or for loans, scholarships, donations, and sales.
    - Daily import/export of student account data to and reconciliation with the student information system.
    - Interest or penalties assessments and account overpayments/refund transactions.
    - Calculation of student tuition installments
    - Verify and process refunds for student tuition/fees/residence where applicable
    - Prepare the quarterly tourism levy

Cash Handling
- Prepare bank deposits for all cash and cheques collected by mail, phone, online, counter, or elsewhere on campus, and ensure prompt delivery to the banks
- Order, monitor and support use of Point-of-Sale equipment on campus.

Client Service
- Provide friendly, efficient, and student-oriented customer service, sensitive to student and colleague needs in a high-volume work environment, using Crossroad©, Sage™, and other resources as required.
- Support the Registry Department by problem solving any identified discrepancies in student accounts.
- Authorize student loans and instruct lender to remit necessary payments to the University; distribute cheques received from the lender.

Accounts Payable
- Review invoices, expense claims, prepaid expense requests and cheque requests to ensure proper documentations, authorization, general ledger coding and GST rebate/ITC treatment.
- Educate University employees regarding accounts payable and travel policies and procedures.
- Update the capital asset tracking log and keeping the PO sub-ledger clean and up to date
- Enter invoices for payment into accounts payable sub-ledger.
- Prepare and process payments by cheque and electronic transfers.
- Prepare analysis of accounts related to prepaid expenses, accrued payables, and faculty research and conference funds.
- Correspond with vendors, respond to inquiries and resolve invoice discrepancies.

Payroll
- Utilize Sage HRMS™ and Time and Attendance to run hourly and salary payrolls
- Prepare all University payrolls using a computerized payroll system
- Responsible for new hire and termination procedures with respect to payroll
- Reconcile all payrolls, deductions and remittances for accuracy
- On-board new employees in HRMS

Benefits and Pension
- Responsible for administering the benefit and Pension programs.
- Ensures all reporting is completed and accurate to the providers.

Other
- Updates procedures to the most clear and current processes.
- As time permits, assists with other Financial Services functions
- Additional duties as assigned from time to time.

QUALIFICATIONS

- Minimum two years' relevant experience
- Post-secondary accounting certificate or diploma preferred
- Good understanding of accounting principles and practices, accounts receivable, payable and payroll standards and laws, and related financial procedures required
- Computerized accounting system experience (Sage 300, Sage HRMS)
- Quick data entry skills with a superb attention to detail
- Excellent communication and interpersonal skills, including ability to understand, apply, and explain relevant policies in a customer-support role
- Excellent organizational skills, and ability to prioritize workload, meet tight deadlines, and handle multiple projects/tasks
- Ability to work efficiently and independently is important
- High level of proficiency with Microsoft Office
- Well-developed critical thinking ability

A condition of employment is assent to the University's Christian Statement of Faith found at:
https://www.kingsu.ca/about-us/careers

Position will remain open until a suitable candidate is found. Forward resumes to:

Human Resources
The King's University
9125-50 Street, Edmonton, Alberta
T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.