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UNIVERSITY OF SASKATCHEWAN STUDENTS' UNION Position Profile

Role:	Accounting Assistant
Reporting to:	Controller
Liaison to:	Entire organization

Position Summary

The University of Saskatchewan Students' Union exists to represent, serve and support the academic and non-academic needs of undergraduate students of the University of Saskatchewan through accountable, dynamic and unified leadership. It also serves to protect and maintain the integrity of quality, accessible public education.

The Accounting Assistant provides accounting support to the organization; this position organizes and performs all day-to-day accounting tasks accurately and efficiently. The Accounting Assistant manages invoicing, accounts receivables, and collections for the organization. The Accounting Assistant will possess the required knowledge and ability to apply organizational procedures in carrying out related accounting tasks.

Qualifications

Education:

- Second level of an accounting program or equivalent experience

Knowledge & Skills:

- Ability to learn assignments/tasks readily and easily
- Experience working with confidential material
- Ability to organize and prioritize workload with students, staff, committees, and the public
- Excellent communication skills
- Ability to work under pressure, multi-task, and meet constant deadlines
- Aptitude for accuracy and detail
- Strong analytical and problem-solving skills
- Expertise in a computerized environment including Excel spreadsheets and Word programs
- Knowledge of an appropriate accounting software package is preferred
- Familiarity with a Students' Union/University environment preferred
- Ability to work with little supervision and within a team environment

Experience:

- Accounting processes and cash handling experience
- Two years direct work experience in an extremely busy office environment

Key Responsibilities

- Performs a wide variety of general accounting work including data entry, filing, billing, checking and recording financial information

- Manages all USSU invoicing and accounts receivable in an accurate and timely manner
- Manages all USSU accounts payable, processing payments accurately and in a timely manner
- Ensures appropriate signatories are on cheques and other financial documents
- Establishes internal controls to ensure that departmental accounting activities are in accordance with established USSU policies and procedures
- Checks for fraud and provides fraud protection
- Provides accounting policy orientation to all new staff and executive
- Reviews and interprets reported discrepancies in monthly financial statements and general ledgers when required
- Balances daily cash deposits for all USSU operations and events
- Enters daily sales information onto spreadsheets and inputs any required supporting journal entries
- Manages foreign exchange transactions
- Reviews, and verifies if required, all invoices submitted for payment to ensure expenditure control
- Advises appropriate Manager of irregularities in operational expenditures or invoices being submitted for reimbursement and payment
- Maintains accurate record of any outstanding invoices
- Interacts with auditors as required
- Prepares spreadsheets with data and other information needed by various operations
- Investigates as required possible implementation of new control systems and/or accounting controls
- Maintains and updates documentation for both internal and external customers
- Responds to all internal and external telephone inquiries regarding accounts payable and accounts receivable
- Special projects as required and assigned
- Other duties as assigned

Key Accountabilities

- Manages all USSU invoicing and accounts receivable processes
- Manages all USSU accounts payable processes
- Provides support to the USSU Controller position