



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

## ACCOUNTING ASSISTANT (II)

<b>Job ID</b>	<b>25070-9161</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=25070-9161">https://careers.indigenous.link/viewjob?jobname=25070-9161</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2019-03-12	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

JD # JD00651

Pay Grade: 5

Title: Accounting Assistant (II)

Unit/Project Description: Education Services requires an Accounting Assistant to provide central and educational programs with administrative and financial support. Responsibilities include processing accounts receivables (MacBill), payables, journal entries; processing and monitoring education stipend payments (facilitating hiring and payment processing); preparation of TPA reports; monitoring of MPDA accounts; maintenance of spreadsheets and databases; monitoring and processing of leadership roles; providing support for five and eight month budget reviews; and assisting with year end functions. This position will also act as the department resource with respect to finance systems, finance processing, and training as directed (including accounts receivables, accounts payables, education stipend payments, etc.).

Job Summary: Responsible for applying a thorough knowledge and understanding of accounting policies and procedures to process financial transactions. Records, classifies and summarizes accounting data according to established procedures. Ensures accuracy and compliance with existing guidelines, policies, and procedures. Provides guidance and training to staff on proper accounting procedures and the use of financial systems.

Purpose and Key Functions:

- Perform various analyses and reconciliations of accounts.
- Provide training and guidance to others on relevant accounting procedures and the use of financial systems.
- Generate reports and account statements and review for accuracy.
- Calculate, prepare and issue invoices, cheques, account statements and other financial statements according to established procedures.
- Receive, send, sort, verify, process and prepare various documents such as purchase orders, invoices, cheque requisitions, receivables, and payables.
- Process, verify, and balance financial records and business transactions, such as accounts payable, accounts receivable, and payroll.
- Investigate discrepancies using established procedures.
- Assist with internal and external audits by providing backup documentation related to audit items.
- Monitor and reconcile statements and participate in the reconciliation of accounts.
- Prepare and generate a variety of scheduled and ad hoc reports.
- Update, maintain, and verify information in a variety of spreadsheets and databases.
- Balance and control cash receipts, including floats, petty cash and cheques.
- Write a variety of formal notes and records using form letters and templates.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform routine calculations.
- Answer inquiries via telephone, email, and in person that are specific in nature.
- Maintain filing systems, both electronic and hard copy.

Requirements: 2 year Community College diploma in Accounting or a related field of study. Requires 3 years of relevant experience.

Assets: Position requirements:

- Proficiency with the following computer software; Hyperion, Mosaic/PeopleSoft, Excel and Word.
- Working knowledge and understanding of general accounting principles and procedures.
- Ability to work with large data sets (create pivot tables etc.)
- Demonstrated experience processing payments (stipend payments inclusive of hiring process), monitoring budgets, and assisting with budget reviews.
- Strong time management skills, ability to multi-task, attention to detail and a positive customer service focus.
- Experience performing various analyses and reporting (i.e. statistical, financial and database).
- Experience in providing training to others in the use of Finance systems and processes.
- Experience with year-end procedures and policies.

Additional Information: This position requires a flexible working arrangement and may on occasion require travel. We thank all who apply; however, only those selected for an interview will be contacted.

For more information, visit McMaster University for ACCOUNTING ASSISTANT (II)