Accounting Assistant – Temporary Maternity Leave
St. Joseph’s College
University of Alberta

St. Joseph’s College is a Catholic College affiliated with the University of Alberta. Its vision is to develop its identity in the heart of the University of Alberta, ensuring that the Catholic Intellectual Tradition continues to be promoted in higher education in Alberta and Canada. The College fulfills its mission by educating over 2,400 students per year through its 71 course offerings, providing residences to 284 women and 63 men and offering a place for the university and surrounding communities to worship.

The College is seeking a skilled and experienced Accounting Assistant to cover a 1-year maternity leave. Reporting to the Finance Office Manager, the Accounting Assistant is the primary accounting and administrative support, providing payroll, banking, and cheque processing assistance, as well as completing other weekly and monthly accounting duties. The successful candidate will demonstrate the following knowledge, skills and competencies:

- Post-secondary education with a financial or accounting diploma
- Three to five years of related work experience in an accounting or finance office
- Proficiency in QuickBooks and Excel is required
- Full-cycle accounting experience is an asset
- Ability to multi-task while working in a busy and active office environment
- A positive attitude with a strong customer service focus
- Ability to work both independently and as part of a team

**Salary Range:** Support Staff Level 4 $31,548.40 - $41,169.38. Full-time benefits package.

**Hours of Work:** 35 hours per week, Monday-Friday. This is a one-year position.

**Applications:** Interested applicants should submit a covering letter and resume, including three references, to St. Joseph’s College, University of Alberta at sjcadmin@ualberta.ca no later than Monday September 23rd, 2019.