

ALBERT COLLEGE

JOB DESCRIPTION

TITLE: Finance, Database Support and Student Services Coordinator

REPORTS TO: Finance Office Manager/Chief Financial Officer

PRIMARY FUNCTION

The Finance, Database Support and Student Services Coordinator is responsible for developing and maintaining student, staff and family relationships, customer service operations in both the Finance Office and the Guild Shop, managing the client database including all families, donors and other College constituencies, all forms of payment, and coordination of all student support services. The Finance, Database Support and Student Services Coordinator will strengthen Albert College by exhibiting optimism and striving for continuous improvement of all Finance Office operations.

SPECIFIC DUTIES AND RESPONSIBILITIES

Perform all duties following the processes and procedures to the highest standard of integrity preserving the established internal controls.

1. Accounting Tasks

- Reconcile all general ledger accounts related to receivables monthly
- Complete weekly reports
- Perform month-end and year-end closing processes
- Produce and post journal entries
- Perform balance sheet account reconciliations on a monthly basis

2. Customer Service

- Greets all constituents as required
- Deliver great customer experiences within a school environment
- Assist all visitors to the Finance Office with various requests including but not limited to allowances, passports, text book purchases, etc.
- Assist with Guild Shop customers when required

3. Accounts Receivables

Process all documentation from invoices to monthly statement of accounts including but not limited to:

- Daily invoicing, cheque deposits, process credit cards and allocation thereof, filing
- Maintain family/customer accounts
- Process and record all collections made to the College for the Operating, Building, Endowment and Guild funds
- Manage various cash requests through field trips, excursions or parental requests for allowances or other cash advances

4. Communication

- Effectively communicate with colleagues and supervisors
- Review written communication to constituents for accuracy and tone

5. Other duties as required by the Finance Office Manager

6. Health & Safety

Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.

WORKING CONDITIONS

Work involves sitting for long periods of time doing computer entry. Lifting may be required when receiving and verifying incoming orders.

KEY REQUIREMENTS

- Strong accounting background with an accounting diploma or designation
- Accounting experience in private corporations
- Experience reconciling accounts
- Other languages an asset

CORE VALUES

Embrace Albert College's Core Values of Individuality, Compassion, Integrity, Diversity and Inclusion, and Optimism. Employ respect, excellence, honesty, customer focus and continuous improvement in all interactions and tasks.

JOB SPECIFICATIONS

Identifying, Planning and Executing – determines the relative importance of needs, prioritizes and sequences work, and effectively changes direction when appropriate, especially under pressure.

Teamwork and Partnership - Keeps team members or partners informed and up-to-date about group processes, individual actions, and influencing events with strong written and verbal communication skills. Finds out what information others need, proactively shares own knowledge and asks the right people for information relevant to own role.

Customer Business Sense - Works together with constituents to problem solve, de-escalate and provide straight-forward knowledge and advice. Asks questions, listens, probes and summarizes to gain in-depth understanding of customers' goals and perspectives.

Judgment and Decision making – reviews alternatives before making decisions, looks for the most efficient and productive course of action. Is prepared to make difficult decisions within scope of own role.

Agility - Understands and responds to organizational needs by looking for opportunities to improve and modify approach appropriately. Makes decisions to act in the best interest of the organization.

Ability to use a computer in word processing and accounting. Experience and knowledge of MS Excel and databases. Self-motivates to complete tasks, continue to learn and bring enthusiasm to the role.