

**Financial Clerk
Ancillary Services**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

Ancillary Services delivers various services to students as well as to the greater Dalhousie and business community including: on-campus residence, food services, university bookstores, conference services, off-campus housing listing service, university ID (DalCard) among others. Reporting to the Manager, DalCard Business Operations and the Director of Finance and Administration, the Financial Clerk is responsible for reconciling all Ancillary Services business units' accounts.

Key Responsibilities:

- Reconciliation of balance sheet accounts within Ancillary Services.
- Participate in the planning of new processes, and make recommendations to ensure the accuracy of the month end reconciliations.
- Prepare data reports that support decision making within Ancillary Services, joining data from several sources to aid in statistical and trend analysis.
- Prepare journal entries, deposits, invoices for Ancillary Services organizational units as required.
- Participate in projects as directed by the Director, Finance and Administration or the Manager, Dal Card Business Services.
- Provide coverage to DalCard Assistant as needed.

Qualifications: Completion of a business administration program with three to five years' relevant experience (or equivalent combination of training and experience) is required, Preference will be given to applicants with an undergraduate degree in a related field. Proficient communication, interpersonal, organization, and time management skills are essential. Computer skills in a Windows environment are required, as well as advanced skills in Microsoft Excel. Familiarity with interactive reporting software (e.g., Tableau, Brio) is preferred.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by June 18, 2018 to competition N77-18045.

Salary Range: \$24.23 - \$29.55 per hour (32.5 hours per week, \$40,948 - \$49,936 annually) (C-7)
This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Nova Scotia Government and General Employees Union Local 77 (NSGEU).

Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity