

# Finance Clerk

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## Position Details

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### Position Information

<b>Position Title</b>	Finance Clerk
<b>Department/Unit</b>	Computer Science
<b>Location</b>	Halifax
<b>Posting Number</b>	S19-19
<b>Employee Group</b>	NSGEU Local 77
<b>Position Type</b>	Regular, On-Going
<b>Duration of Contract (if applicable)</b>	
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	\$38,689 - \$47,182
<b>Classification</b>	C5

**Provisional Statement** This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

**About Dalhousie University** 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 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018

**Job Summary** The Faculty of Computer Science (FCS) offers degrees tailored to match individual interests in a high-tech discipline at the forefront of innovation. Staff work with faculty members to help build a foundation for student success as students prepare, through academics and research, for a career in one of the world's hottest growth industries. Reporting to the Director of Finance, the Finance Clerk will support FCS's finance and human resource functions.

### Key Responsibilities

- Serve as first point of contact for the finance area, responding to general inquiries, redirecting as appropriate. This includes working with faculty researchers and/or administrative staff to resolve issues with research accounts.
- Review and process financial forms and documents, including travel advances/claims, cheque requisition forms, deposit advices, journal entries, PCard payments, and vendor invoices to ensure documentation is correct and complete, and expenditures follow applicable policies and regulations.
- Under the direction of the Director, prepare appointment letters and payroll documentation for short-term employees; assist with the collection and processing of

DFA-Professional Development Allowance applications; and prepare financial reports, journal entries, and reconciliations.

- Complete onboarding and exit steps for temporary and short-term employees, including confirming space allocation, coordinating security access at start and end of employment, and collecting supporting payroll documentation.

- Prepare bi-weekly payroll for markers and other hourly paid employees. Review submitted payroll forms and timesheets, and follow-up on missing information. Forward for signing to appropriate individual(s). Ensure payroll related forms are submitted prior to deadline.

## Note

## Qualifications

Completion of a two-year related diploma program (Business/Office Administration, Accounting) with approximately three to five years' relevant work experience, ideally in a post-secondary or university setting (or equivalent combination of training and experience). Demonstrated ability to prioritize and meet demands in a busy, deadline-driven environment with excellent attention to detail. Strong interpersonal, client service, and communication (verbal and written) skills are required. Proficient Microsoft office software skills are required, particularly in Excel and Word. Knowledge of the Dalhousie Online Financial and Payroll system a strong asset.

## Job Competencies

## Additional Information

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.

## Application Consideration

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.

## Diversity Statement

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](http://www.dal.ca/hiringfordiversity).

## Posting Detail Information

### Number of Vacancies

One

### Open Date

05/14/2019

### Close Date

05/29/2019

### Open Until Filled

No

### Special Instructions to Applicant

### Quick Link for Direct Access to Posting

<http://dal.peopleadmin.ca/postings/1405>

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

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## **Documents Needed to Apply**

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### Required Documents

1. **Résumé / Curriculum Vitae (CV)**

### Optional Documents

1. Cover Letter