

Finance Clerk

Position Details

Position Information

Position Title	Finance Clerk
Department/Unit	Pediatrics
Research Project	Canadian Center for Vaccinology (CCfV)
Location	Halifax
Posting Number	GP03-19
Employee Group	Grant-Paid
Position Type	Term
Duration of Contract (if applicable)	1-year with possible renewal
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$45,604 - \$52,266

About the Organization

In consultation with the Finance Manager, the Finance Clerk is responsible for providing financial support services in order to ensure the effective, efficient and accurate financial operations of the Canadian Center for Vaccinology (CCfV).

Job Summary

Reporting to the Finance Manager, the Finance Clerk is responsible for accounts receivables and payables, cash flow update, sub-site payments and maintenance, and general administrative support to the Finance Manager.

Key Responsibilities

- Maintain a documented system of finance filing and accounting records; monitor and update of all center research accounts.
- Provide consistent and accurate reporting to the Finance Manager on an ongoing basis.
- Assist with accounts payable, accounts receivable, reconciling of accounts, and purchasing as required.
- Maintain and reconcile purchasing card accounts; facilitate and administer all major purchasing requirements.
- Facilitate and track all contracts and agreements including institutional review, signature process, and maintaining hard copy and electronic files.
- Assist in the preparation quarterly and annual ad-hoc reports.

Note

Qualifications

Undergraduate degree in business/accounting with minimum 3 years of related work experience, preferably within a university or research setting (or equivalent combination of training and experience). Proficiency in the use of payroll, accounting, Microsoft Office

suite (Excel) and MS Outlook software is required. Must demonstrate a working knowledge in accepted accounting principles, accounts payable and receivable, and computerized accounting programs. Working knowledge in fund accounting and preparation of financial statements and reports is also required. Must possess a solid comprehension of business mathematics and basic understanding of research and/or project accounting systems. Excellent communication and interpersonal skills are essential.

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a voluntary RRSP, health and dental plans and an employee and family assistance program.

Application Consideration

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.

Posting Detail Information

Number of Vacancies	1
Open Date	05/08/2019
Close Date	05/23/2019
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/1390>

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter