Preference will be given to qualified full-time employees within the bargaining unit at Sheridan College. Should a suitable candidate not be found, external candidates will be considered.

**Accounts Receivable and Student Refund Clerk**

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| **Faculty/Department:** Financial Services | **Employee Group:** Support Staff |
| **Campus:** Trafalgar (May be assigned activities at any Sheridan campus) | **Payband:** F |
| **Hourly Range:** $26.57 - $30.81 |
| **Reference Number:** 19/S/29 | **Hours/Week:** 37.5 |
| **Application Deadline:** Thursday, May 18, 2019 | **Hours:** 8:30am - 5:00pm |

Utilizing the Student Information System and other student record systems, the incumbent provides a full range of financial services to students, and employees. This includes administering financial and academic policies, providing advice and assistance to applicants, students, academic advisors and other key internal and external constituencies. The incumbent is responsible for all accounts receivable activities, including processing all incoming revenue from all areas including OSAP, advances, parking, day care, petty cash, sundry, ensuring appropriate accounts are current and accurate and issuing refund requests to Accounts Payable.

**Specific Responsibilities Include:**

* Setting up appropriate charges and analyzing student, Day Care Centre and sundry accounts, and verifying accuracy before issuing refund cheques;
* Investigating and resolving account discrepancies and/or system anomalies;
* Processing incoming College-wide revenues and ensuring that all data is entered expeditiously and accurately;
* Responsible for daily bank depositing of College-wide revenues, including parking, fee payments, department deposits, and ensuring that the daily Cashier Session is balanced, closed and appropriate data is entered accurately
* Analyzing payment through bank documentation and investigating discrepancies;
* Serving as the initial contact for phone, in-person and email inquiries of a financial nature to students, applicants and members of the College community requesting general program and complex financial information;
* Providing information about program fees to students, and adhering to College, Academic and financial policies;
* Ensuring accuracy of information for service areas, corporate, student walk-in and online payments;
* Analyzing, issuing & ensuring accuracy of T2202A Tax receipts & Daycare tax receipts;
* Disbursing employee petty cash claims by ensuring compliance with expense policies and approved signing authority;
* Opening and processing mail, photocopying, ordering supplies and forms;
* Acting as backup to the AR Invoicing Clerk for processing corporate billings;
* Performing other duties as assigned.

**Qualifications:**

The successful candidate will have completed a 2-year diploma in Business Administration with a major in Accounting, Finance or related business field along with a minimum of 3 years of relevant work experience in an Accounts Receivable environment (or an equivalent combination of relevant education and experience). The successful candidate must have direct customer service experience, be computer literate and have working experience with Word and Excel (at the intermediate level) as well as experience handling and balancing cash. The candidate must possess a sound understanding of accounting principles, be experienced in handling and balancing cash accounts, and have demonstrated problem-solving skills to resolve account discrepancies. An in depth knowledge of the PeopleSoft Student Administration System and related College information systems along with familiarity with the College’s overall programs and services would be an asset. Excellent written and verbal communication skills are also required to be able to handle the high volume of student/client queries. The selected candidate must able to work under pressure and demonstrate maturity, discretion and sensitivity to the diverse backgrounds of students, applicants and the general public that are encountered daily. Problem solving skills and the ability to make decisions is also necessary. The candidate must be self-motivated, organized, customer oriented and able to represent the College in a professional manner at all times.

**Please apply online:** [**https://careers-sheridancollege.icims.com**](https://careers-sheridancollege.icims.com)