

**Posting #24-008CC**

## **Casual Treasury Services Representative University Casual Pool**

### **Purpose**

Reporting to the Treasury Services Manager, the Treasury Services Representatives are located in the Cashier Office and are responsible for centralized treasury cashier functions. Treasury Services Representatives provide vital customer service to students and all business units of the University. As part of our casual pool of employees available on an on-call basis, you may be called in to assist during peak periods, vacation or sick leave coverage.

### **Responsibilities**

Duties include but are not limited to:

- Responding to specific student account inquiries and all general inquiries, in accordance with policies and regulations concerning confidentiality and protection of privacy;
- Processing payments, deposits, transfers, and refunds, including those related to student accounts/tuition, housing, parking, library, bookstore and print/copy, and various cash disbursements, while ensuring internal policies and controls are maintained;
- Reconciling and balancing cash drawers and tills, online activity and payments, coin counts etc., including preparing balancing reports and journal entries;
- Organizing and managing cash floats and handling and tracking deposit bags for all business units of the University;
- Issuing photo I.D. cards and bus pass stickers, issuing safety lab stickers, encoding card data;
- Training administrative personnel (i.e. regional campuses, departments) and acting as resource on money handling policies and procedures to all business units; and
- Organizing daily office work activities and schedules, developing business processes and procedures.

### **Qualifications**

The successful candidate will possess a two-year diploma in accounting/business together with a minimum of three years' experience handling large cash volumes and online payments, operating point of sale terminals, balancing cash and payments, and preparing journal entries preferably in a post-secondary and/or financial services environment. Additional experience in accounting and knowledge of university structures, fees, policies, and procedures would be considered an asset. An equivalent combination of education and experience will be considered.

Proven ability in the use of MS Office Suite (Office outlook, Word, Excel, Access, etc.), web-based applications, and experience with Banner or a similar relational database is essential. The candidate must also demonstrate strong leadership, interpersonal and customer service skills to effectively serve students and staff, and be able to work under the stress of peak periods during student registration. The successful candidate will have the ability to work both independently and as a member of a team. This



role requires excellent attention to detail, strong analytical, organizational, and communication skills, and demonstrated ability working with confidential information and privacy legislation (FOIPPA).

The successful candidate must be able to obtain and provide the results of a clear Criminal Record Check prior to appointment.

## Salary

This position has been classified at a Grade 6, \$31.40/hr. The casual hourly rate of pay shall be at Step 1 for the Grade when filling a position that has been rated by the Job Evaluation Committee.

As part of our Casual Pool, employees are available on an on-call basis, and may be called in to assist during peak periods, vacation, or sick leave coverage. Normal hours of work are between 8:30am – 4:30pm Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.



UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [wellbeing@unbc.ca](mailto:wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-008CC in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

***Applications will be reviewed on an ongoing basis and as positions/ casual assignments become available. UNBC retains applications on file for 6 months. If you would like to withdraw your application, you may do so by contacting [hrecruit@unbc.ca](mailto:hrecruit@unbc.ca).***

