

Posting #24-196CU

Treasury Services Officer Financial Services Term, Full-time (December 2024 to December 2025)

Purpose

Reporting to the Controller Finance, the Treasury Services Officer will provide key support to the functional operations of treasury services and work closely with the Financial Services team in achieving the University goals and strategic priorities. This position is particularly integral to the success of the Cashier Office.

Responsibilities

Duties include but are not limited to:

- Banking activities such as stop payments, initiating wire transfers, and reviewing for fraudulent cheques;
- Coding/allocating all incoming and outgoing payments from the bank;
- Running the cheque run twice a week;
- Preparing the weekly bank deposit of all non-student cheques;
- Preparing bank and other account reconciliations, and necessary journal vouchers;
- Analyzing and reconciling all treasury clearing accounts, including preparation of journal vouchers;
- Reviewing cashiering sessions and preparing journal vouchers;
- Reconciling credit card merchant accounts and allocate monthly account charges;
- Preparing monthly interest allocation/cost recovery spreadsheets for expendable and endowment funds;
- Preparing month-end and year-end working papers;
- Providing backup support for the Finance Administrative Assistant, Financial Services Officers, and Treasury Services Representatives in their absence and during peak workload periods;
- Functional supervision of the Treasury Service Representatives; and
- Assisting the department with projects, webpage design, ad hoc reports, and correspondence.

Qualifications

The successful candidate will possess an undergraduate degree in Bachelor of Commerce, Bachelor of Business Administration, or equivalent in a relevant field (accounting, business, finance) together with a minimum of two years of related experience in a computerized accounting role. The ideal candidate will be enrolled in, or on a learning path towards enrolling in, the CPA Professional Education Program. An equivalent combination of education and experience will be considered.

Knowledge of accounting principles, methods, practices and procedures is required. Proficiency in the Microsoft Office Suite (Outlook, Word, and Excel), and demonstrated accuracy in data entry is essential. This position requires proven customer service skills, and excellent interpersonal, written and verbal



communication skills. Prior experience with Banner or other integrated financial systems is preferred. The ability to work with conflicting deadlines and frequent interruptions is also critical.

Salary

This position has been classified at a Grade 8. The annual salary range for this position is \$66,411.80 to \$69,160.00 and the normal starting salary will be \$66,411.80, pro-rated based on length of term.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be 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 employeewellbeing@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 #24-196CU 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
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 accepted until 4:30PM on November 26, 2024.

