

Posting #24-216CU

Financial Services Officer Financial Services Regular, Full-time

Purpose

Reporting to the Controller, this position is responsible for providing support and assistance to all Finance Department members. This is a key position within the team and is usually the first point of contact for students, staff, and faculty for general finance-related queries.

Responsibilities

Duties include but are not limited to:

- Responding to inquiries received into the main Finance and Accounts Receivable mailbox;
- Setting up and maintaining vendor/student direct deposits and vendor records in Banner;
- Preparing monthly invoices and statements for all internal and external customers;
- Liaising with all customers and internal billing departments - troubleshooting any problems or discrepancies that may arise, and initiating collection action as required;
- Processing student requests such as refunds and sponsorship requests;
- Assisting students with all financial account inquiries;
- Establishing student payment plans;
- Completing student fee implementation in the system;
- Preparing journal entries, month end reconciliations, internal and external reports, and year-end working papers for the external audit;
- Mapping financial services processes with an eye on operational efficiency and optimization;
- Researching current trends and emerging practices/tools and implementing improvements to processes and controls;
- Maintaining the Finance webpage;
- Record management, including archiving of accounting records;
- Liaising with other departments such as the Financial Aid Office, Registrar's Office, Regional Officers, and Cashiers; and
- Serving as the key functional support position to the Financial Services team with a broad understanding of all team members' duties and responsibilities with the intent to provide backup to these positions.

Qualifications

The successful candidate will possess an undergraduate degree in Commerce, Finance, or Business Administration, together with a minimum of two years' relevant experience.



A thorough understanding of accounting principles, methods, practices and procedures, and FIPPA rules are essential. Proficiency in the use of word processing, spreadsheet and report writing software (i.e. MS Word, Excel, Access, Argos), and experience working with Banner is considered an asset. The successful candidate will have proven customer service skills and excellent interpersonal, written, and verbal communication skills. You will also be able to work in a fast-paced, team environment in a self-directed manner.

An equivalent combination of education and experience will be considered.

Salary

This position has been classified at a Grade 9. The annual salary range for this position is \$70,215.60 to \$73,127.60 and the normal starting salary will be \$70,215.60.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

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

<http://www.unbc.ca/human-resources/unbc-pension-plan>

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 #24-216CU 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 January 3, 2025.

