Accounts Payable and Finance Assistant

Posting date: July 3, 2024
Closing date: July 17, 2024

The Faculty of Law, Queen’s University is nationally and internationally recognized as a leading law school with a distinguished record of outstanding teaching and research, and a high level of faculty and student engagement. We are seeking a motivated and skilled individual with attention to detail and a people-first approach. If you are looking for a new opportunity and are interested in supporting legal education, come join our team!

Overview:
The Accounts Payable and Finance Assistant is a valuable member of the Finance team at Queens Law. Reporting to the Manager, Finance, this role will be responsible for the review, approval and processing of invoices, expense claims and travel claims from operational funding and grants, mock court claims for students and faculty, professional expense reimbursements (PER claims), credit card reconciliations for departmental credit cards, as well as credit card administration (such as applications, cancellations, change requests, exceptions), etc.

The Accounts Payable and Finance Assistant is responsible for timely processing, delivery, efficiency and integrity of payments and for ensuring compliance with university policies and procedures, including collective agreements, terms of reference, and public sector guidelines.

Key Responsibilities:
• Review, approve and/or process travel and expense claims, mock (moot) court claims, credit cards, and PER transactions.
• Validate expense amounts to ensure accuracy.
• Match receipts and invoices to expense claims, requisitions or vouchers.
• Issue requisitions and/or vouchers for payment of vendors.
• Provide instructions to vendors to help them get set up per University accounting and payment system requirements.
• Update and maintain spreadsheet balances for various funds including PER funds.
• Perform credit card reconciliations and ensure credit card transactions have been recorded and matched with appropriate invoices and backup documentation.
• Ensure that expenses and claims comply with applicable regulations and policies.
• Ensure that administrative credit card requests, such as issuing, limit changes, exceptions, and other ad-hoc needs are completed in a timely manner.
• Facilitate administration of procurement and travel credit cards.
• Collaborate with the Finance team to ensure that transactions are processed in a timely manner.
• Provide support to Faculty members, students and staff on questions regarding expense procedures and university policies.
• Identify operational challenges and engage the Finance team to help provide solutions in a timely manner so deadlines are met.
• Other duties as assigned.
Qualifications:
• Two-Year Community College Diploma, business accounting preferred.
• Experience using Microsoft Office applications including Excel and Outlook.
• Strong verbal and written communication skills.
• Planning, coordination, and prioritization skills.
• Experience performing client and/or customer experience functions considered an asset.
• Experience working with diverse populations/equity deserving groups considered an asset.
• Knowledge of university policies and procedures considered an asset.
• Consideration will be given to an equivalent combination of education and experience.

Appointment Details:
Location: Remote
The successful candidate must have a high-speed internet connection.

Hours per week: 5 to 10 hours per week, flexible shifts

Hourly Rate: $24.51 (+4% in lieu of vacation)

Application Procedure
Applicants are to provide a cover letter and resume. Interested persons are encouraged to send all documentation in their application package electronically as a PDF using the following naming convention:

Last Name_First Name_Accounts Payable and Finance Assistant

Please address applications to:

Lisa Latour Colby, Director, Human Resources
Email: lawpositions@queensu.ca

Employment Equity and Accessibility Statement:
The University invites applications from all qualified individuals. Queen’s is strongly committed to employment equity, diversity and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous people, women, persons with disabilities, and 2SLGBTQ+ persons. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant’s accessibility needs. Candidates requiring accommodation during the application process are asked to contact Lisa Latour Colby, Director, Human Resources at lawpositions@queensu.ca.

For additional details and information on the position, please contact:

Lisa Latour Colby, Director, Human Resources
128 Union Street
Kingston ON K7L 3N6
lawpositions@queensu.ca