Job Title: Accounting Assistant - Societies

Department: Waterloo Undergraduate Student Association (WUSA)

Reports To: Societies Accounting Specialist

Jobs Reporting: None

Salary Grade: USG 4

Effective Date: October 2019

**Primary Purpose**
This position is responsible for both accounts receivable and accounts payable duties for all societies and two fund accounts. Objectives are achieved by understanding policies and procedures, reviewing documentation and entering transactions. There are a large number of societies, currently 9.

**Key Accountabilities**

### Accounts payable
- Ensure accurate and timely payment of expenses to suppliers and students.
- Review transactions for appropriate documentation, authorization, and expense categorization in keeping with the society’s policies and procedures
- Update/maintain the vendor database
- Reconcile statement of accounts from suppliers
- Ensure fiscal year cut-offs are met

### Accounts receivable
- Effectively apply knowledge of the society’s policies and procedures and other published guidelines when reviewing and processing transactions.
- Process the society’s invoicing data, including updating/maintaining the customer database.
- Process revenue data from each society
- Record cheque and EFT deposits directly to the society

### Payroll
- Responsible for gathering and submitting the data to HR payroll in the appropriate format.
- WUSA employs approximately 100+ part time employees
- Responsible for maintaining appropriate files and backup for the payroll submission.
- Liaises with payroll and HR and to work through any issues
- Provide support to managers regarding processing of new employee’s information and WUSA scheduling/payroll processing

### Administrative
- Provides regular coverage for the reception area for WUSA (½ of the relief)

**Required Qualifications**

**Education**
- High School Diploma
- Post-Secondary accounting courses (college or university)

**Experience**
Job Description

- Preferably one or two years as an accounts payable and/or accounts receivable clerk
- Previous experience in an enterprise wide computerized accounting environment
- Experience in a not-for-profit environment preferred
- Intermediate user for Microsoft programs

**Knowledge/Skills/Abilities**

- Demonstrated ability to prioritize and manage high-volume assignments accurately and efficiently
- Ability to meet deadlines
- Keen attention to detail in processing some high volume transactions
- Excellent interpersonal and communication skills
- Ability to work independently as well as in team settings

**Nature and Scope**

- **Contacts:** Vendors to resolve AP issues. Customers to resolve AR issues and collections. UW student leaders and society executive to answer questions related to the status of reimbursements and obtain information in order to issue payment. UW full time staff for clarification and to provide support.
- **Level of Responsibility:** Maintain a welcoming and friendly office atmosphere. High level of accuracy for data input as it provides financial feedback to student executive and full time staff.
- **Decision-Making Authority:** Limited decision making regarding expense classification. Input into decisions regarding job responsibilities.
- **Physical and Sensory Demands:** Some distraction as working in cubicles. Some distractions depending on the time in the term. Individual must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.
- **Working Environment:** This is an office based position within a dynamic student environment with student management changing every term and therefore with changing goals and strategies to be implemented each term.