

Job Description



Job Title:	Accounting Assistant - Societies
Department:	Waterloo Undergraduate Student Association
Reports To:	Societies Accountant
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	August 2020

Primary Purpose

This position is responsible for both accounts receivable and accounts payable duties for all Societies and two fund accounts. Societies' expenses and revenues require a broad understanding of allowable expenses and revenues, and the proper accounting and tax treatments that apply to each. Objectives are achieved by understanding and applying the appropriate 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
- Calculate the appropriate tax rebate
- Update/maintain the vendor database
- Reconcile statement of accounts from suppliers
- Participate in the month-end/year-end close process; ensure tax and fiscal year cut-offs are met
- Participate in implementation of enhancements to the ERP system, ensuring that it is properly configured for invoice configuration

Accounts receivable

- Effectively apply knowledge of the society's policies and procedures and other published guidelines when reviewing and processing transactions.
- Calculate the appropriate tax to be charged
- Process the societies' invoicing data, including updating/maintaining the customer database.
- Process revenue data from each society
- Record cheque and EFT deposits directly to the society
- Participate in implementation of enhancements to the ERP system, ensuring that it is properly configured for invoice configuration

Payroll

- Responsible for gathering and submitting the data to HR payroll in the appropriate format. (WUSA employs approximately 100+ casual 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

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Bank Reconciliations

- Performs bank reconciliations for the fund accounts (Upass, Health, Dental and Legal Protection).
- Ensures timeliness, accuracy and completeness of all bank transactions and will also investigate and resolve any discrepancies.

Administrative

- Provides regular coverage for the reception area for WUSA (½ of the relief)
- Responds to inquiries and communicates financial information to a diverse set of client groups
- Works with vendors to obtain outstanding invoices and appropriate information to issue payment
- Works with customers to provide the appropriate information to receive payment

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Post-Secondary accounting courses (college or university) or equivalent education and experience

Experience

- 2+ 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

- Fundamental understanding of Accounts Payable and/or Accounts receivable processes and procedures
- Demonstrated ability to prioritize and manage high-volume assignments accurately and efficiently
- Keen attention to detail in processing high volume transactions
- Strong analytical and problem solving, skills
- Excellent organizational and planning skills
- Excellent interpersonal and communication skills, including tact and diplomacy
- 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:**
 - Must apply accounting knowledge and policies and procedures, to ensure proper processing of supplier invoices and expense claims and issue payments and to ensure proper creation of invoices and collection of payments

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- Must promote efficient and effective processing of revenues and expenses without yielding to pressure
- High level of accuracy for data input as it provides financial feedback to student executive and full time staff
- Maintain a welcoming and friendly office atmosphere
- **Decision-Making Authority:**
 - Expected to work independently and respond to client inquiries
 - Ability to decide or change 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.