



**EMPLOYMENT OPPORTUNITY
EXTERNAL REPOST**

Finance Clerk, contract
Main Campus

NEC Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education. Our programs have Indigenous content and delivery methods. We value the diversity of the people we hire and serve. Diversity at NEC means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

Position Summary:

This position reports to the director of finance and works closely with the Associate Registrar and admissions department in collecting outstanding accounts receivable such as tuition, which may include:

- Gather related information from both the finance office and admissions department
- Find AR amount and other details from Grad Pro, the student database, and follow up any outstanding balances by calling or e-mailing to confirm payment details
- Create and maintain a collection tracking spreadsheet updating with every contact and plan and share with the director of finance
- Work with Associate Registrar when any amount is in dispute and confirm next steps with customers
- Set up and attend regular meetings with director of finance and associate registrar to discuss the progress of these collections
- May be required to cover other finance duties as assigned

Preferred Qualifications:

- Grade 12 diploma plus post-secondary education with a focus in accounting; minimum of three years accounting experience; combination of related education and experience will be considered
- Knowledge and experience with accounts receivable and collection
- Ability to maintain a high level of accuracy and details in reconciling, tracking, and following up on receivables
- Computer skills including the ability to learn new software in a short time period, intermediate to advanced spreadsheet and word processing programs, e-mail
- Excellent interpersonal skills in communicating with indigenous organizations
- Excellent team player

Terms:

This is a three month contract position with a probationary period. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. This position is open to all applicants. Preference will be given to qualified Indigenous applicants.

Closing Date:	OPEN UNTIL FILLED (applications reviewed as received)
Start Date:	October 2019 or earlier
Hours:	35 hrs/wk, Monday to Friday
Salary:	\$22.95/hr

Application Details:

Please submit your resume, names of three references from related work experience, and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short listed applicants will be contacted.

Address your application to:

G. Peters, Executive Assistant
NEC Native Education College

285 East 5th Avenue
Vancouver, BC V5T 1H2

Fax: 604.873.9152
E-Mail: gpeters@necvancouver.org