

**Position Job Title:** Staff Accountant– Student Billing/Accounts Receivable

**Location:** Squamish, BC

**Reports To:** Accounting Manager

### **About Quest University**

*Quest University Canada acknowledges that it sits on the traditional, ancestral, and unceded territory of the Skwxwú7mesh (Squamish) peoples. We are grateful to have the opportunity to work, learn, and live in this blessed territory.*

Quest University is Canada's first independent, not-for-profit, secular liberal arts and science university, devoted entirely to excellence in undergraduate education. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. For more information about Quest, visit us online at [www.questu.ca](http://www.questu.ca).

Quest University Canada is accredited by the Degree Quality Assessment Board of the province of British Columbia and is a member of the Education Quality Assurance.

### **About the Role**

Quest University seeks a full-time Staff Accountant for a temporary contract from December 2021 to July 31, 2022. The Staff Accountant – Student Billing/AR is responsible for student billing and accounts receivable tasks; assisting with accounts payable and account reconciliation; and other general accounting functions as determined by the Accounting Manager.

### **Position Requirements**

- Manage Collect funds and process payments in a timely and efficient manner for debit, visa, cash, cheques, wire and bill payments.
- Complete bank deposits including the preparation and physical deposit.
- Process payments in PowerCampus and reconcile student accounts.
- Coordinate the collection of charges from each office for statement purposes.
- Coordinate mail-out of hardcopy billing statements.
- Complete month end reporting including aging reports.
- Conduct regular follow-up with the Registrar, Financial Aid Manager, and Coordinator of Campus Services to ensure student account information is up to date and accurate.
- Manage overdue accounts through follow up.
- Manage residence damage deposit spreadsheet.
- Calculate and post monthly interest charges.

- Process, allocate and post student loan disbursements including Canadian student loans and US student loans FAFSA.
- Be the point of contact for all student account related issues for students and parents regarding finance requests and concerns.
- Manage and process all financial aid disbursements.
- Prepare statements for payment for withdrawn and graduated students.
- Process block charges in a timely manner by working with the Registrar and Dean of Student Life.
- Manage, post and communicate student refunds.
- Be the point of contact for all new student enrollment deposits, admissions and exchanges.
- Set up student payment plans and meal plan reconciliation.
- Complete filing and any other administrative tasks as required.

### **Qualifications**

- Bachelor's degree, accounting or business designation preferred.
- At least 2 years of accounting experience with exposure to bank reconciliations, accounts receivable, and accounts payable.
- Excellent working knowledge of Microsoft office including excel spreadsheets, data entry and databases, and word processing.
- Familiarity with PowerCampus and Great Plains systems an asset.
- Strong interpersonal and communication skills, including oral and written.
- Excellent time management skills and demonstrated ability to meet deadlines in an organized manner.
- Ability to exercise discretion, use independent judgment, and maintain confidentiality.
- Accuracy and attention to detail are imperative.
- The ability to work independently, as well as part of a team, and be flexible and adaptable to ongoing change.
- An awareness and knowledge of Quest University Canada.

### **To Apply**

Candidates are asked to submit the following documents in PDF format.

- A full curriculum vitae detailing qualifications and relevant achievements.
- A covering letter describing briefly how candidates meet the criteria in the 'Qualifications' section of the job profile, why the appointment is of interest, and what they believe they can bring to the role.
- Names of references and evidence of credentials will only be requested at the end of the recruitment process.

**Contact Email:** [Human.Resources@questu.ca](mailto:Human.Resources@questu.ca)

**Closing Date:** November 29, 2021 or until a suitable candidate is found.

**Start Date:** As soon as possible.

Quest University is committed to equity and diversity in its community and welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply. However, Canadian citizens and permanent residents will be given priority. Application materials, including letters of reference, will be handled in accordance with the "Freedom of Information and Protection of Privacy Act" (British Columbia).

While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.

Please note, COVID-19 vaccines are required for all students, faculty and staff on campus. Proof of vaccination status will be requested on your first day of employment.