

WE ARE CURRENTLY BUILDING OUR BANK OF RESUMES FOR:	
POSITION	Administrative Technician
DUTIES	See attached job description
WORK SCHEDULE	35 hours per week
SALARY	\$17.10 to \$25.62 per hour
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Diploma of Collegial Studies (DEC) or equivalent in Business Administration / Accounting. ➤ Experience with computerized financial tools or accounting software is mandatory. ➤ Fluency in both English and French. ➤ Good knowledge of Microsoft Office Suite is required. ➤ Must be able to work within a team. ➤ Must be able to work effectively under narrow time limitations to produce accurate results. ➤ Must possess practical skills related to the area of activity (accounting). ➤ Must possess excellent interpersonal and communication skills. ➤ Must be dynamic and enthusiastic. ➤ Must possess excellent organizational skills. ➤ Must possess strong work ethics and exercise discretion. ➤ Experience with FNT-CLARA would be considered an asset.
<p>Interested candidates should submit their resumé, along with appropriate documentation to:</p> <p>Michèle Charlebois Director of Human Resources 325 Cité des Jeunes Gatineau, QC.....J8Y 6T3 Fax: 819-778-7364 E-mail: HR@cegep-heritage.qc.ca</p>	

Heritage College applies an Equal Access program and encourages women, Aboriginal peoples, members of visible and ethnic minorities and handicapped persons to apply.

DESCRIPTION OF DUTIES

SUMMARY:

To perform technical functions related to the management of financial and material resources. In his/her work, the Administrative Technician performs various technical level administrative tasks on behalf of those responsible for overall administration. In the area of finance management, he/she collects analyses and prepares data or information so as to establish the requirements in terms of purchases, budgets and financial reports.

DUTIES:

- Verify various claims and purchase orders and prepare for payment;
- process payment of invoices or various claims as requested;
- verify all information before issuing payment;
- verify checks with invoices
- submit checks for signature and distribution;
- manage and update all information concerning suppliers;
- file all invoices paid;
- verify and follow-up on accounts payable;
- prepare monthly bank conciliations and journal entries;
- receive money from different sources;
- prepare bank deposits on a regular basis;
- receive and verify all cash reports;
- prepare and follow-up of all money orders;
- keep control over bank cash flow;
- enter and validate data and information into accounting computerized system;
- verify and follow-up on accounts receivable;
- distribute revenue and expense reports to all budget coordinators once a month;
- assist in the year-end auditing process and the preparation of financial reports;
- enter new accounts and budgets for the new fiscal year;
- maintain computer system information updates;
- gather daily parking revenues and verify revenues against daily reports;
- is a contact person; maintains communication link to MEQ (budgets), banks and Ministère du revenue;
- may be asked to train less experienced technicians and also to coordinate the work of other support employees involved in the carrying out of programs or technical operations for which he/she is responsible;
- responsible for maintaining the list of perpetual inventory;
- prepare information and analysis for the file concerning the preparation of monthly, quarterly and/or annual financial reports;
- if need be, perform any other related task.