

WE ARE CURRENTLY BUILDING OUR BANK OF RESUMES FOR:	
POSITION	Office Agent - Class I
DUTIES	See attached job description.
WORK SCHEDULE	35 hours per week (Monday to Friday)
SALARY	\$17.54 to \$20.05 / hour
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Secondary V diploma in an appropriate specialty or a diploma or attestation whose equivalence is recognized by the competent authority ➤ Must have at least one year of pertinent experience. ➤ Must possess practical skills related to finance.
OTHER QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Fluency both in English and French is essential ➤ Experience with computerized financial tools or accounting softwares is mandatory. ➤ Good knowledge of Microsoft Office Suite is required. ➤ Must be able to work within a team. ➤ Must possess excellent communication skills. ➤ Must be dynamic and enthusiastic. ➤ Must be able to make relatively complex financial calculations with accurate results. ➤ Must possess excellent organizational skills. ➤ Experience with Accounting softwares FNT-FRS will 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:

The principal and customary work consists in performing administrative functions according to methods and procedures of a relatively complex nature. Under supervision, carries out accounting operations of a relatively complex nature which are related more particularly to accounts receivable and accounts payable for the College; performs routine clerical duties such as typing, filing, photocopying, etc.

DUTIES:

- Receives monies from different sources in the College. Completes/verifies deposit forms and issues receipts.
- Prepares bank deposits on a daily basis.
- Records journal entries for cash deposits and payment of accounts receivable invoices in the financial software (FNT).
- Processes checks and money orders issued by Financial Services.
- Inputs accounts receivable invoices in the financial software (FNT); prints and forwards accounts receivable invoices.
- Performs accounting operations of a relatively complex nature related to its department i.e.: maintains general ledgers; accounts payable; accounts receivable; bank reconciliations; year end financial statements, etc.
- Back-up to the Administration Technician for receipt of registration fees (FRS).
- Back-up to the Administration Technician for issuing cheques (FNT).
- Maintains various files, listings, records and archives related to its department.
- Types reports, business correspondence, memos, schedules and other statistical and financial data.
- Greets visitors, staff and students; ascertains nature of business and directs visitors or callers to appropriate department or person.
- Operates office equipment, including the photocopier and fax.
- Distributes incoming mail and prepares outgoing mail.
- Maintains office supplies and places requisition orders as required.
- Fields general queries to Financial Services.
- Performs other related duties as required.