



Job Title: Finance Assistant

Position Classification: Office/Library Worker

Job Description:

Provide finance and administrative support to the Accounts and Payroll Office and to the Associate Director of Finance at Sauder School of Business.

Duties

- Prepare and review payment requisitions for accuracy in preparation for Accounts Payable Clerk to data enter in the University's ledger system
- Communicating with faculty, staff and external clients on financial related matters (i.e. accounts payable and accounts receivable issues) via phone or email
- Reconciliation of financial working papers for period end reporting
- Prepare and issue invoices and follow-up on collecting
- Retrieve financial information from online resources
- Photocopying, scanning, and filing documents for records management and audit purposes
- Develop and update Excel-based spreadsheets as required
- Analyzing payments and reconciling transactions for the unit's non-credit registration system (SITS)
- Provide training to new students hired
- Other administrative duties as needed

Level of Supervision Provided

- Students will report directly to the Associate Director of Finance at Sauder School of Business
- Training, guidance and mentorship will be provided by the Associate Director of Finance or the Accounts Coordinator for each task and project given
- Students are expected to work independently and use critical thinking skills to problem solve issues after adequate training has been provided

Complexity of Tasks

- Duties and tasks range from low to moderate complexity and requires a high level of attention to details
- Accuracy on task are very important as work completed are used for management decision making
- Guidance will be provided throughout the tasks are mastered

Role in Relation to the Goals of Sauder Accounts and Payroll Office

The goal of the unit is to provide top-notch customer service and sound financial management for all stakeholders at Sauder School of Business. The role of the student plays an integral part in enabling the Accounts Office Team in achieving its goal. Student will be provided with duties and responsibilities to encourage and support personal growth and professional development.

Qualifications:

Previous Skills, Knowledge & Abilities

- Proficient in MS Office (Excel, Word)
- Demonstrated leadership, organizational and time management skills
- Effective interpersonal and communication skills working in a customer-oriented environment is an asset
- Excellent team player and self-motivated learner



Education & Experience

- Undergraduate level Sauder School of Business student, Accounting specialization preferred
- Eligible for the UBC Work Learn Program

Elements Needed by Student for a Great Fit

- Ability to deal with a variety of people in a calm, courteous and effective manner
- High level of accuracy and attention to detail
- Self-motivated and a quick learner; uses critical thinking skills to solve problems based on training provided
- Can work independently and in a team environment
- Excellent written and oral communications skills
- Excellent organizational and time management skills
- Basic office administrative skills and the ability to operate standard office equipment

Student Learning Components:

All students meeting the requirements will go through an interview process. Feedback of the interview will be provided to successful candidates for personal growth.

Orientation and Training

- A facility tour of both campus (Robson and Point Grey) and students will be encouraged to register for the Sauder Orientation for new employees at Point Grey
- Introductions to various administrative staff and management at both campus
- Review of office policies, processes and procedures on the first day
- One-on-one training from the Associate Director of Finance on special projects
- Opportunity to connect with other Work Learn students to collaborate on projects given
- Training manual will be provided
- Training and guidance will be given by the Accounts Coordinator on daily task

Feedback and On-going Support

- Meetings (10 mins) with the Associate Director of Finance at the beginning of each shift to discuss new projects or provide updates on projects student is working on
- Feedback at the end of each project will be provided to provide student insight on work done
- Performance evaluation will be given at the mid-point and at the end of work learn appointment to assess professional development goals, and give students the opportunity to provide feedback on work completed

Mentorship Opportunities

- One-on-one mentorship will be provided by the Associate Director of Finance
- Opportunity to mentor new students and learn leadership skills along the way

Encouragement and Support for Reflection

- Students will be encouraged to start a journal log on task given so improvements or concerns can be provided during meetings with supervisor
- Regular mentorship opportunities on career and student/work-life balance
- Constructive/positive feedback will be provided at the end of each project
- Guidance and support during projects from all staff in the Accounts Office Team
- Continued professional growth through networking with faculty, staff, and external clients



Personal, Professional & Academic Development

- The ability to prioritize and multitask work to meet deadlines
- Experience dealing with conflict and develop conflict resolution in a professional manner
- Develop critical and analytical thinking skills
- Exposure to working in a finance office at a University setting
- Utilize theory learned in the classroom and applying it in a work environment
- Intercultural communication and awareness in the business context

Compliment to Classroom Learning

- Hands on experience in accounting related work
- Apply theoretical knowledge of working in a team environment with various personalities in the workplace

Workplace Skills Development or Graduate Competencies

- Students will gain knowledge of the accounting cycle (month-end, quarter-end, year-end) and understand the importance of deadlines in an accounting context
- Gain insight to different type of work within an accounting office (Accounts Payable, Accounts Receivable, Reconciliation, etc.)
- Develop strong communication skills dealing with different personalities
- Ability to analyse problems and initiate solutions in a work environment

Opportunities to Expand Network

- Opportunity for student to liaise with UBC central finance and develop working relationships
- Student will be working with faculty, staff and external clients at Sauder and may attend meetings alongside the Associate Director of Finance for learning opportunities
- Students will be encouraged to sign-up for Lunch & Learn Series offered by Sauder Admin Office to network with other professional staff