



ST JOHN'S COLLEGE

ESTABLISHED 1866

Career Opportunity – Assistant Bursar

St John's College is a founding College of the University of Manitoba on the Fort Gary Campus in Winnipeg. St John's has academic space that holds regular university courses, as well as office space for approximately 35 academic staff from a diverse cross section of faculties and departments. In addition, St John's operates its own 100 student residence and full food service operation that includes catering and retail dining services.

St John's College is hiring for the position of Assistant Bursar. The Assistant Bursar's office is located in the Administration Office, and the incumbent reports directly to the Bursar, who is the Chief Financial Officer of the College. This position interacts with all College resident and day students, academic fellows, support staff, food services and maintenance staff.

The Assistant Bursar maintains all the detailed financial records for the College, issues billings and receipts, prepares and issues all cheques, and assists the Bursar with College budget preparation.

Currently, much of the work for this position is being done remotely, but initial training, and 1-2 days per week will be done in office. The University of Manitoba Fort Garry Campus has a vaccine mandate. All applicants must be fully vaccinated.

KEY RESPONSIBILITIES & DUTIES

- Accounts Payable
- Accounts Receivable
- Payroll
- General Ledger
- Budgets
- Reconciliations
- UM AURORA Financial (University financial system)
- Government Returns
- Staff Records Management
- Secretary to the Finance & Administration Committee
- Banking
- Other Duties

QUALIFICATIONS REQUIRED

- High school completion
- Completion of, or currently enrolled in a recognized accounting designation program
- An acceptable combination of education and experience will be considered

EXPERIENCE

- Several years of general office bookkeeping experience
- Candidates with accounting experience in an educational environment will be considered an asset

SKILLS & ABILITIES

- Excellent knowledge of, and experience in Microsoft Dynamics, Word and Excel
- Fast and accurate data entry skills
- Effective communication skills, both written and oral
- Ability to work independently with minimal supervision
- Excellent attention to detail
- Familiarity with the University environment will be considered an asset

Salary and compensation commensurate with experience. This position is permanent, full time with benefits and enrollment in a pension plan after one year of employment.

The deadline for applications is Friday, January 28th at 4:30 pm. All applications should consist of a cover letter, C.V. and three references.

Please send them to (email preferred):

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