Columbia College
Position Description

NOTE:	Clarification of Terms
Must; Shall; Will:	These words or phrases indicate actions or activities that are *essential* or *mandatory*.
Should:	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
May or Could; Can:	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

Position Title:	Part-Time Accounting Assistant
Program/Department Name:	Accounting Department
Reports to:	Accounting Department Manager or Designate
Position Summary:	This position requires ongoing record keeping duties producing timely reports and financials typical of any Accounting department. This position encompasses Accounting and Student Services record keeping.
Pay Grade:	Based on Education and Experience
Organizational Structure:	This person will work in a flat organizational structure consisting of one direct supervisor, a number of program peers and other management specialists. They will operate as autonomously as authorized by their supervisor.
Roles and Responsibilities:	For Columbia College to become successful, each of its customers (including staff and students) must succeed. To achieve this requires a clear understanding on everyone's part as to their roles and responsibilities as well as a commitment to fulfilling said responsibilities. As you will note in reviewing the list of roles and responsibilities below they consist of two distinct parts. First is a set of generic roles and responsibilities. This is followed by a list of specific roles and responsibilities. The generic roles and responsibilities are included in every position description at the College. The specific roles and responsibilities are specific to this position. All responsibilities listed below will be carried out under the general direction and supervision of your supervisor.

Professional Code of Conduct

Our success in the workplace is based on how proficient we are at utilizing our knowledge and skills and how effectively we conduct ourselves each day as professionals in satisfying the needs of our internal and external customers, and the goals of our organization. The following list describes many professional behaviours that can help us become more effective. The more skilled we become at applying each of these behaviours, regardless of our position in the organization, the more successful we will become.

1.0   Professional Approach and Ethical Behaviour
   1.1   As a professional, demonstrates pride in their work and is honest, moral, ethical, honorable, trustworthy, and acts with integrity
   1.2   Is pleasant, polite, punctual, positive, friendly, smiles, and asks how they may help others
   1.3   Is reliable, responsible, accountable, loyal, engaged, and enthusiastic about their work
   1.4   Is compassionate, caring, and finds meaning and fulfillment in their work
   1.5   Tries to be constructive, pro-active, and acts as a protagonist
   1.6   Contributes to a safe, secure, and environmentally-friendly workplace and world
   1.7   Views adverse experiences as learning opportunities and recovers quickly from such experiences

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1.8 Keeps personal bias out of the workplace, does not use profanity, and respects cultural differences
1.9 Dresses appropriately for the workplace in a neat, clean, and well-groomed manner
1.10 Contributes to the organization via volunteering, coaching, and mentoring others
1.11 Is active in their professional association (where appropriate)

2.0 Interpersonal Relations and Teamwork
2.1 Treats all individuals in an equal, fair, and just manner (does not label, or discriminate against others)
2.2 Is a good role model and synergistic team member who is personable, sociable, cooperative, collaborative, has a sense of humor, and is well mannered
2.3 Is considerate and sensitive to others needs and uses tact and diplomacy when required
2.4 Is respectful, courteous, and sincere (does not belittle, intimidate, or insult others)
2.5 Views each client, patient, student, customer, and coworker as a valued customer whose needs must be satisfied before they or their organization can succeed
2.6 Is available, approachable, and may develop close personal relations (avoids romantic situations)
2.7 Offers support, assistance, is flexible, and helps build a positively connected team and organization
2.8 Makes allowances for others mistakes by showing empathy, understanding, and forgiveness
2.9 Is open to constructive criticism, and takes responsibility for one's errors by apologizing, and correcting them
2.10 Avoids conflicts of interest and respects others' workspace and privacy (e.g. FOIP)
2.11 Seeks help from others and offers help to others to become more efficient and effective

3.0 Self-Concept and Confidence
3.1 Projects a positive self-concept and feels internally confident, yet does not dominate interactions
3.2 Functions well in ambiguous situations
3.3 May assume responsibility and leadership when required yet remains humble and gracious at all times
3.4 Demonstrates self-efficiency by following through on commitments in order to achieve outcomes
3.5 Considers themselves equal to others and demonstrates such in their interactions

4.0 Communication
4.1 Demonstrates effective listening, speaking, and writing skills
4.2 Helps to keep team members informed of changes in the department and/or organization
4.3 Develops more effective ways to improve verbal and non-verbal communication (e.g. tone of voice)
4.4 Respects others privacy and confidentiality (does not engage in gossip)
4.5 Maintains emotional control and encourages others to do the same
4.6 Deals with difficult situations and sensitive issues in a professional manner
4.7 Avoids engaging in disagreements and arguments in public. Seeks assistance when necessary.
4.8 Follows the organization's technology use policy

5.0 Life-Long Learning and Professional Development
5.1 Continues to increase their knowledge and skills to become more competent (e.g. credit courses, workshops, seminars, conferences, professional books, journals)
5.2 Shares newly developed approaches based on leading edge research
5.3 Monitors changes and makes or recommends needed adjustments
5.4 Keeps informed about changes affecting their profession, department, organization, and industry
5.5 Acknowledges when they do not know something and seeks to increase their competence

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6.0 Problem Solving/Decision Making

6.1 Either individually or within a team, identifies work-related and customer-based problems/challenges

6.2 Helps others to view problems and concerns as challenges and even opportunities

6.3 Seeks input from those affected by work-related or customer-based problems

6.4 Is more effective when they actually identify the problem as opposed to a symptom

6.5 Assesses and analyzes problems by using such techniques as brainstorming, nominal group technique, Delphi technique, reframing, and lateral thinking

6.6 Objectively determines the most efficient and effective solution to each problem/challenge

6.7 Tries to make fair and just decisions that contribute to the common good

6.8 Effectively implements solutions in a timely manner

6.9 Monitors and evaluates solutions and takes further corrective action as needed

7.0 Creative Thinking and Innovation

7.1 Is more creative by asking 'why' and more innovative by asking 'what if'

7.2 Takes calculated risks and is willing to recommend and/or initiate change

8.0 Negotiating or Conflict Resolution

8.1 Identifies customer or employee issues when a conflict first arises by listening to and determining their wants, needs, and concerns.

8.2 Effectively uses conflict resolution and problem solving techniques

8.3 Effectively negotiates and helps others resolve issues in conflict by focusing on facts and not emotions

8.4 Turns to qualified professionals to resolve situations involving harassment, bullying, or violence

9.0 Organizational and Time Management Skills

9.1 Practices one-touch policy by taking immediate action to solve simpler challenges (e.g. does not put paper, emails, etc. in piles) and develops a plan to take action on more complex challenges

9.2 Uses electronic calendar to plan regularly occurring daily, monthly, and yearly meetings and activities

9.3 Maintains an organized office, desk, files, documents, and working environment

9.4 Is prepared in advance for appointments and meetings (meeting etiquette)

9.5 Sets SMART individual and/or team goals by completing assignments, reports, etc. in an accurate and timely manner (does not procrastinate)

9.6 Lets others know if they are unable to meet a commitment, must change a priority, or needs help

10.0 Stress Management

10.1 Maintains composure under pressure and draws on their internal strength to succeed during difficult times

10.2 Effectively deals with negative situations in a positive manner

10.3 Maintains a balance between personal and professional life

10.4 Maintains a positive, focused, and more productive environment by reducing negative stress

11.0 Leadership Style

11.1 Effectively contributes to the organization's vision, mission, directions, goals, and Code of Conduct

11.2 Encourages others to adopt a positive leadership style (does not use threats or punishment)

11.3 Stimulates interest and enthusiasm on the part of others and contributes to positive employee morale

11.4 Coaches, advises, mentors, and counsels others where appropriate

11.5 Motivates others to achieve their intrinsic and extrinsic rewards through recognition, praise, and where possible through empowerment

     11.6   Brings out the best in others which helps them channel their energy and experience greater satisfaction

     11.7   Seeks new opportunities or approaches that will increase customer satisfaction, respect, and loyalty

     11.8   Networks with others outside the organization and builds relationships that will benefit the organization

     11.9   Bases leadership practice on collective vision, beliefs, as well as professional attitude and values

     11.10   Builds a sense of shared values that bind others to a common cause and/or direction

     11.11   Encourages and promotes a culture based on trust and respect

12.0   Performance

     12.1   Continually seeks new ways to more efficiently and effectively perform their duties and responsibilities which contributes to the financial success of the organization, and as a result, also increases job security

     12.2   Is committed to continuous improvement in the quality of goods/services their customer/patient/client/student experience

     12.3   Contributes to the long-term growth and success of the organization by providing such outstanding customer service that current customers refer new customers on an ongoing basis

     12.4   Firmly believes that only when each internal and external customers succeed, will they succeed

Specific Roles and Responsibilities

13.0   Routine accounting duties:

Reporting directly to the Department Manager, the main purpose of this role is to provide accurate, timely entry and support at a mid level for the accounting and student services departments with a focus on accounts receivable, accounts payable and student records in CRS.

     13.1   Has the ability to understand and read written and verbal English instructions

     13.2   Pays strong attention to detail

     13.3   Prepare Accounts Payable invoices for payment

     13.4   Actively monitor student tuition payments, using fee payment schedules in CRS & Mobius

     13.5   Prepare & update student tuition records in CRS as required

     13.6   Prepare T2202a tax slips for applicable students as required

     13.7   Prepare & post cash deposits to CRS, Mobius and Accpac as required

     13.8   Reconcile petty cash and maintain as required

     13.9   Reconcile A/R student tuition accounts regularly between CRS, Accpac & government software databases

     13.10   Prepare transactions for transfer credits, refunds, bursaries & funding period discrepancies

     13.11   Provide support for year end reporting through reconciliation as required

     13.12   Review procedures, accounting documents and update when requested

     13.13   18.12   Attend department team meetings

     13.14   Support department in achieving it's accounting goals for the year

     13.15   Perform other duties as assigned

Qualifications Required:

14.0   Education & Experience

     14.1   Minimum requirement is a diploma in Accounting, enrollment in an Accounting designation program (level 3), coupled with several years of progressive experience within an Accounting department.

     14.2   Experience in Accpac Advantage Series Accounting software would be beneficial.

     14.3   Training and Experience with Government Mobius database an asset

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14.4 Intermediate level computer skills including: keyboarding at 45 wpm, word processing and data entry skills, spreadsheet development (Word and Excel), data base and e-mail management.

15.0 Competencies:
15.1 As a member of Columbia College's Accounting department, an intermediate level of competency and standard of performance must be achieved in the following areas:

Competency Category	Competency Name
Technical Knowledge and Skills	Keyboarding
	Word
	Excel
	Outlook
	Basic Computer Skills
	Internet Skills
Behaviors (performance skills)	Attention to Detail
	Interpersonal Skills
	Strong Oral & Written Communication
	Sensitivity to Others
	Tolerance for Stress
	Versatility / Multi Tasking
	Work Standards / Takes Ownership
	Positive Attitude
	Team oriented, willingness to learn
Job Fit	Adaptability
	Sustainability
Company Fit	Customer Focus/Customer Orientation

16.0 Skills & Abilities
16.1 Ability to communicate effectively in English, both verbally and in writing.
16.2 Ability to interpret and apply College, government, and departmental policies, procedures and guidelines.
16.3 Ability to effectively respond to a wide variety of inquiries in a courteous, pleasant and helpful manner and provide assistance, information and referral when necessary.
16.4 Ability to communicate in other languages an asset.
16.5 Ability to organize and prioritize work.
16.6 Ability to problem solves, to work independently as well as to interact and communicate effectively with others.
16.7 Ability to calmly and effectively work with periods of high volume.
16.8 Ability to prioritize, multitask and work with frequent interruptions.
16.9 Ability to take a proactive approach to their position and meet deadlines.

17.0 Hours & Days of Work
17.1 This position is a regular part-time position with the weekly number of hours approximately 30 per week.
17.2 Scheduled times of the day will normally fall between 7:30 am – 5:30 pm as determined by the needs of the department.
17.3 Hours of work may be adjusted to meet operational requirements.

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