

CarltonTrailCollege.

Attached is a posting for a Sr. Accounting Technician in Humboldt. Applications must be accompanied by an updated resume.

This competition will end on **August 31, 2025**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0
careers@carltontrailcollege.com
Tel: 306-682-2623

Classification: Level 7
Position Description: Attached
Category: Clerical
Appointment Dates: October 1, 2025
Hours of Work: Full time, Office (7.2 hours per day)
Location: **Humboldt**

POSITION SUMMARY

This position reports to the VP Finance and is primarily responsible for overseeing and carrying out the accounting function for the College. This position also has responsibility for various reporting functions including internal and external reporting and is required to input data into the general ledger. This position will be expected to provide input into the development of new or modified procedures and practices within the College which are central to, or impact upon, the accounting function.

DUTIES AND RESPONSIBILITIES

- Responsible for Accounts Payable including the co-ordination and implementation of processes and procedures
- Maintain and monitor assigned general ledger accounts; reconcile, adjust and balance assigned accounts to ensure proper allocation of payments and prepare fiscal period and/or year-end reports as required
- Assist in the preparation of the overall College budget, including uploading and maintaining the data in the financial system
- Prepare cost certification and reconciliation for program administration budgets, identify budget variances; assist in the development of board variance reports for assigned program areas for quarterly FAR committee meetings
- Support the English Language Training portfolio with budgets, cashflow projections including "what if" financial analysis, financial reporting for government agencies, and other requirements
- Review vendor invoices and credit card receipts for purchases imported into the province and calculate self-assessment of GST (Goods and Services Tax) and/or PST (Provincial Sales Tax) payable as appropriate and record amounts payable in the general ledger
- Prepare journal entries; review and approve accounting staff posted journal entries
- Input information into general ledger and run general ledger reports
- Produce reports for month-end, year-end or ad hoc as required
- Identify problems in data or processes; recommend and implement process/procedural changes when required
- Explain and advise senior staff of anomalies and/or areas of concern
- Review accounting systems regularly to ensure College compliance with established policy and procedures and funding agreements. Maintain the system of internal controls
- Maintain the computerized accounting and financial reporting system
- Ensure the computer system and department workflow is effective and efficient
- Work with the external auditor in completing year-end processes.
- Assign duties to department staff as appropriate and monitor workflow
- Provide work direction and guidance to accounting department staff; assist in selecting personnel and provide input into performance reviews.
- Assist with payroll as required
- Perform other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated high attention to detail and ability to meet deadlines
- Proven organizational skills
- Proven ability to practice effective time management and prioritize work
- Demonstrated problem solving skills
- Demonstrated communication skills, including written and oral, and effective public relations skills
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers and students apprised of important developments
- Intermediate computer skills in word processing, spreadsheet software, email and internet applications
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act

- Ability to adapt to changes in the work environment, structure, processes, requirements, or cultures
- Demonstrated ability to set high standards for oneself and others, and accepting responsibility for all actions
- Exemplifies the College's cultural values of being accountable, inclusive, innovative, and respectful

EDUCATION

The minimum relevant knowledge or formal training essential to perform the functions of this position is a relevant bachelor's degree in accounting, or equivalent. This education would typically provide comprehensive knowledge of accounting principles, procedures and their application, computerized accounting systems, payroll systems, general use of computers, knowledge of business practices and communication skills.

EXPERIENCE

The minimum amount of practical related experience required to perform the duties of this position is two years. This experience would typically provide skills required to complete two total fiscal years of the accounting cycle, as well as time management, analytical, technical, communication, interpersonal and leadership skills.