

CarltonTrailCollege.

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

This competition will end on **May 21, 2026**. 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: Non-Instructional
Wage Level 4
Position Description: Attached
Category: 1.0 FTE, Permanent
Start Date: As soon as possible
Hours of Work: Office (7.2 hrs/day)
Location: Humboldt

POSITION SUMMARY

This position reports to the Controller and is primarily responsible for the input and production of accounts receivable and accounts payable. This position also has responsibility for verifying accuracy of financial information in all accounting systems, various reporting functions including internal and external reporting, and may be required to input data in the general ledger.

DUTIES AND RESPONSIBILITIES

- Accurately input provided information for the production of accounts receivable (including deposits), and accounts payable
- Prepare and process bank deposits
- Identify problems in data or processes
- Input given information into general ledger and run general ledger reports
- Produce reports for month end, year-end or adhoc as required or requested, including for government agencies
- Verify coding and entry of financial transactions for accuracy
- Input appropriate data into Student Information System and/or provide information for program files
- Responsible for Canada Student Loan payments in OSCM (student information system)
- Distribution of payments via cheque or etransfer including input of data, upkeep of addresses, and internal coding
- Prepare and deliver customer invoicing
- Process customer statements, credits, and refunds as required
- Balance credit cards, interact transactions, etransfers, and online payments for all locations
- Monitor for past due accounts and follow up as required
- Reconcile bank statements and internal accounts
- Record and maintain petty cash
- File records
- Perform other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Ability to listen, comprehend, and ask clear concise questions to obtain relevant information and respond to inquiries from clients.
- Ability to work co-operatively with others and exercise courtesy and tact.
- Ability to work in a multi-cultural environment and recognize and respect diversity and individual dignity.
- Ability to plan, organize, schedule and prioritize a large volume of work taking into account frequent interruptions, conflicting and changing priorities in order to meet tight deadlines.
- Ability to identify the need for development and modification of procedures to improve consistency, efficiency and effectiveness, and to ensure compliance.
- Demonstrated ability to be punctual is essential due to the positional requirement of opening and closing the front reception area to the public.
- Ability to transcribe, relay messages and correspond, etc. with a high level of accuracy.
- Demonstrated proficiency in the use of correct grammar, punctuation and proofreading.
- 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.

- Operates with integrity at all times.
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions.
- Demonstrated ability to ensure that all tasks are completed with high attention to detail ensuring accuracy.
- Exemplifies the College's cultural values of being respectful, inclusive, accountable, and innovative.

EDUCATION

The minimum relevant knowledge or formal training essential to perform the functions of this position is a one-year post-secondary certificate or equivalent with an accounting focus. This education would typically provide knowledge of basic business communications, accounting functions, and computer applications.

EXPERIENCE

The minimum amount of practical-related experience required to perform the duties of this position is one year. This experience would typically provide skills required to complete a total fiscal year of an accounting cycle as well as communication and interpersonal skills. Must have the ability to function in a cross-cultural environment.