



## STAFF VACANCY

Brescia University College ([www.brescia.uwo.ca](http://www.brescia.uwo.ca)), a Catholic university affiliated with Western University, is Canada's premier women's university providing a rich educational experience for approximately 1,200 students. Brescia is currently seeking an experienced and resourceful person to fill an opportunity as:

# ACCOUNTS RECEIVABLE OFFICER

(Salary Grade - Level 6)

Reporting to the Director of Financial Services, this full-time position will be responsible for accounts receivable duties for Brescia and the Brescia University College Foundation including: invoicing for and collections of tuition, residence and other fees from students as well as a wide variety of other forms of revenue, performing weekly bank deposits, and continual reporting on amounts outstanding, as well as sharing Business Office reception duties. This is a critical student-facing role as the Accounts Receivable Officer is the primary communication point for students with respect to their fees and their payment options, while carrying out a key supporting role with respect to financial aid.

You are a detail-oriented individual with excellent communication, organizational and analytical skills along with the ability to prioritize and multi-task in order to meet firm deadlines in a busy environment. While customer-service oriented, you are also firm, a faithful follower of policy and process, and not afraid of difficult conversations. Qualifications include a post-secondary diploma or degree in a complementary area of study and a minimum of three years' experience in a finance environment with accounts receivable duties. You possess advanced Microsoft Excel skills to help you manage and process large quantities of transactions and data efficiently, with proven adaptability to new accounting software (Brescia uses Sage AccPac) and comfort working in Microsoft Outlook, Word and Access. Your ability to work within a team demonstrating strong interpersonal skills, initiative, accuracy and versatility are as essential as your strong work ethic and cooperative, energetic and enthusiastic personality.

Please submit a letter of application and resume by Friday, August 1, 2014 to:

Brescia University College  
c/o Human Resources  
1285 Western Road  
London, Ontario N6G 1H2  
Fax: 519-661-3296  
Email: [brescia-positions@uwo.ca](mailto:brescia-positions@uwo.ca)