

**Payments Accountant (PAP 201900284)**

**Purchasing and Payment Services**

**Location:** London

**Employment Group**: Support

**Type of Position:** Temporary Full-time Until November 20, 2020

**Pay Details:** $26.84 per hour

**Closing Date:**  Open Until Filled

**Note:** This is a full-time temporary position until November 20, 2020 (35 hours per week).

**Duties:** Under the direction of the Senior Manager, Purchasing and Payment Services, the incumbent completes accounting processes required to reconcile the College's payables sub ledger; creates journal entries; transmits e-cheques bank files, and processes bank payment files electronically to bank while maintaining internal controls over the College's accounts payables.

**Qualifications:**

* Post-secondary 3 year diploma/degree in Accounting
* Minimum 3 years accounting and payables experience gained as a team player in a service oriented office environment using an enterprise software system and a variety of computer software packages such as spreadsheets and word processing commensurate with a medium to large-sized public sector organization
* Excellent verbal and written communication skills

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: [**https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome\_css.jsp**](https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome_css.jsp)

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**