

Job Description for Temporary, Casual or Interim Positions

Job Title	Financial Assistant		
Interim Job Code	INT005	Pay Grid	Temporary
Student Work Program Job Code	WPS005	Pay Grade	Level 2

Job Summary

Completes a variety of financial transactions, including processing payments and journal entries, according to established procedures.

Accountabilities

1. Process payments and journal entries according to established guidelines.
2. Run reports and perform standard analyses according to established guidelines.
3. Update and maintain files, correspondence and records according to established guidelines.
4. Verify and review a variety of files, records and documentation.
5. Performs other financial support duties of similar nature, as required.

Qualifications

Education: High school diploma or equivalent.

Experience: 6 months of previous related experience.

Working Conditions

- Typical office environment.
- Work is performed under general supervision.

Exclusions

- Does not coordinate the collection, verification, analysis and reporting of financial data.
- Does not provide orientation and show procedures or provide training and guidance to others.
- Does not develop budgets for review and approval.
- Does not answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.