



**Rosseau Lake
College**

Finance Coordinator Position

Rosseau Lake College has an exciting opportunity for a part-time Finance Coordinator to join our team!

About Rosseau Lake College

Rosseau Lake College is one of Canada's most unique independent, co-ed, day and boarding schools, offering extraordinary learning in a highly experiential academic program in grades 7-12. Every September since 1967, RLC has welcomed boarding and day students to our 56-acre campus located along the shores of beautiful Lake Rosseau in Ontario, Canada.

At RLC, we challenge and empower each student through the rigours and adventures of a highly academic program, one that is intentionally rooted in the vast opportunities of nature and our incredible geographical setting. When students graduate from RLC and depart for their chosen post-secondary school, they have developed the skills, knowledge, and confidence to take on any challenge. They are ready for anything.

To learn more about Rosseau Lake College, please visit: <https://www.rosseaulakecollege.com>.

The Position

Responsibilities of the Finance Coordinator include verifying, reconciling, totalling, batching and entering transactions for accounts payable and accounts receivable. The Finance Coordinator maintains accounts payable and receivable databases and files. Other duties include bi-weekly payroll processing and providing month end close support to the Director of Finance. .

Demonstrating initiative and pride in performance, the Finance Coordinator contributes positively to a respectful and productive work environment and develops strong professional relationships with colleagues and external partners that support RLC's values and mission.

Reports To

Director of Finance

Hours

1967 Bright Street
Rosseau, Ontario
POC 1J0 Canada

Phone: (705) 732-4351
Toll-free: 1 (800) 265-0569
Fax: (705) 732-6319

school.office@rosseaulakecollege.com
[rosseaulakecollege.com](https://www.rosseaulakecollege.com)



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This is a permanent 37.5 hours per week full – time position

Core Competencies

- Communication
- Team Work
- Quality Orientation
- Time Management
- Adaptability/ Flexibility
- Problem Solving
- Accountability and Dependability
- Ethics and Integrity
- Analytical Thinking
- Performs well under pressure

Job Duties

- **Accounts Receivable**
 - Data entry
 - Monthly account statements and collections
 - Payment reconciliation
 - Prepare sub-ledger journal entries
 - Maintain the database and files
 - Maintain accounts receivable email account and files
- **Accounts Payable**
 - Maintain accounts payable email account and files, including those for capital
 - Data entry
 - Coding
 - Weekly cheque runs
 - Cheque register reconciliation
 - Credit card processing
- **Payroll**
 - Prepare bi-weekly payroll for review by the Director of Finance



Rosseau Lake College

- Maintain the Human Resources email address and maintain files related to payroll
- Assist with the onboarding of new employees as related to payroll forms
- Benefits, OTPP, and pension administration
- **Other Duties**
 - Manage petty cash – package requests, prepare reconciliations and maintain cash balance
 - Assist with administrative duties as needed, including filing and organizing office files and supplies
 - Assist Director of Finance with month end close entries

Relationships & Workplace Requirements and Conditions

- Strong community, caring and inclusive atmosphere, stunning location and campus
- Work schedule:
 - Full-time working hours are Monday to Friday from 8:30 am - 4:30 pm. As a part-time 37.5 hour per week position, days and times would be negotiable

Qualified candidates are encouraged to apply and express their interest at careers@rosseaulakecollege.com

Rosseau Lake College welcomes applications from all qualified individuals, including, but not limited to, women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. Rosseau Lake is committed to a positive, supportive, and inclusive environment.

Rosseau Lake College is committed to providing accommodations for persons with disabilities. Please contact Michelle Archer at 705-732-4351 for further details or if you require any information in an alternate format.