



EMPLOYMENT OPPORTUNITY

Financial & HR Assistant

Part-time (Approx 21 hours per week), June through December
Hourly Rate: \$23.53

The University of Alberta Botanic Garden is seeking enthusiastic individuals with a passion for people and the outdoors to join our team. The Financial & HR Assistant will provide part-time administrative support to The University of Alberta Botanic Garden's Financial & HR Administrator.

DUTIES

- Prepares deposit sheets
- Assists in maintaining files and reconciling accounts
- Orders and stocks office supplies
- Reviews travel, hosting and expense reimbursement claims for completeness and accuracy
- Assist with preparing of financial reports
- Assists with Equipment Inventory management
- Assist with Key distribution and tracking
- Responds to Silent Auction donation requests
- Provides assistance to other departmental heads
- Performs other administrative duties as necessary

QUALIFICATIONS AND REQUIREMENTS

- High School Diploma preferably supplemented with postsecondary education in Accounting and/or Business
- 1-2 years of related experience
- Computer proficiency in a Windows environment using MS applications
- Excellent communication (verbal and written), attention to detail and time management skills
- Event planning experience is an asset
- Knowledge of PeopleSoft (Financial) applications and University of Alberta policies and procedures are assets

TO APPLY:

Send resume along with a cover letter to:

Ben Schmidt
Finance & HR Administrator
University of Alberta Botanic Garden
ben.schmidt@ualberta.ca

Application Deadline: May 31, 2019

We thank all applicants, however, only successful candidates will be contacted.

