The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing their collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the Bullring Café, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing, and promotional services.

BUSINESS OFFICE ASSISTANT – PART-TIME

The Business Office Assistant’s primary responsibility is to support the work of the CSA Business Office which is a small 3-person office environment located within the main CSA office area. The Business Office Assistant will work closely with the Business Manager and Bookkeeper, will handle the Bullring daily deposits and most cash transactions, provide administrative support, and be responsible for maintaining the filing system.

As a staff member, the Business Office Assistant must uphold and support the CSA’s Mandate and Approach and work towards the overall success of the CSA and the Team as we serve our members.

| Term              | October 3, 2022 to December 16, 2022  
                        | January 9, 2023 to April 21, 2023    |
|-------------------|-------------------------------------------------------------------------------------|
| Hours             | 7.5 to 9.5 hours per week  
                        | Must be available to work at least 3.5 hours during office hours on Tuesdays (9:30am to 4:30pm).  
                        | Remainder of hours must be worked during office hours on Wednesdays and/or Thursdays. |
| Hourly Rate       | $18.00 + 4% vacation pay                                                          |
| Immediate Supervisor | CSA Business Manager                                        |

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - Workplace Health & Safety
  - Anti-Oppression
  - Accessible Service Provision
- Required to attend the following in-person training modules:
  - CSA Staff Orientation
  - Workplace Violence & Harassment
  - Conflict Resolution
- Will receive ongoing training from the full-time bookkeeper and/or the Business Manager

JOB DESCRIPTION:

- Pickup daily sales deposits from the Bullring Cafe
- Reconcile the Bullring’s daily sales deposits
- Count and reconcile Bullring pooled tips and distribute with payroll
- Pickup Business Office mail, open, and distribute
- Process and record cash transactions, including Bus Pass Opt-ins, club deposits, and sales revenue
- Balance the safe to cash sheets on a weekly basis
- Prepare cheques for payment of invoices and purchase confirmations (PCs)
- Maintain filing system, set up new files for upcoming fiscal year, and archive as needed
• Support the Business Manager and Bookkeeper with year-end audit files
• General administrative duties as assigned on an as needed basis
• Submit biweekly timesheets to the Business Manager per payroll schedule

QUALIFICATIONS:
• Available to work a minimum of 3.5 hours on Tuesdays during Office Hours (9:30am – 4:30pm)
• Available to work remainder of hours on Wednesdays and/or Thursdays during Office Hours
• Previous experience with cash handling and balancing is required
• Ability to work in a busy office environment with interruptions and distractions
• Good organization, time management, and prioritizing skills
• Good communication skills both verbal and written
• Ability to work well within a team
• Intermediate Excel competency
• General knowledge of the CSA and its operations an asset

Deadline for applications is Friday, September 23, 2022, at 12:00 PM (noon)
Resumes and Cover letters should be submitted online through the CSA application process found at http://www.csaonline.ca/jobs

For a complete copy of the CSA Hiring Policy, visit https://csaonline.ca/about/bylaws-policies. The CSA hiring policy is found in Appendix C of the Policy Manual, Section 4.0.

The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students, and members of Queer communities.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca

New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual’s needs.