



EMPLOYMENT OPPORTUNITY

ACCOUNTS RECEIVABLE SPECIALIST

FULL TIME (PERMANENT)

Native Education College (NEC) opened its doors in 1967 and became British Columbia's largest private Indigenous College. NEC's purpose is to contribute to an Indigenous, holistic experience that positions the Indigenous learner to uphold their responsibility and obligations to their family, and nation of origin as autonomous Peoples. NEC provides culturally relevant education and training for Indigenous Peoples to pursue career aspirations and enhance academic goals in alignment with their diverse cultural identities and traditional knowledge. The NEC longhouse offers access to many resources and in-house support that includes cultural and spiritual support, funding, counselling, and career advising from a culturally authentic lens.

Position Summary: The Accounts Receivable Specialist is responsible for managing operational and student accounts receivables, including invoicing, receipting, reporting, and reconciliation. This role supports NEC's financial operations through accurate record keeping and timely collections while providing excellent service to students, funders, and departments. Based at the NEC Finance Office, this role reports to the Accounting Manager, Reporting.

Main Responsibilities:

- Generate and distribute operational and student invoices
- Convert student invoices to sponsorship and financial aid invoices
- Input bulk funding invoices into Colleague system
- Process payments (cash, cheque, POS) and apply to student and operational accounts
- Generate student awards and refunds where applicable
- Print and mail annual T2202 forms
- Collaborate with Admissions on tuition tracking and overdue accounts
- Produce and distribute monthly AR aging reports
- Prepare donation receipts and thank-you letters
- Assist with month-end processes and provide audit support

Preferred Qualifications:

- Diploma or Certificate in Accounting, Finance, or a related field
- At least 2 years of experience in accounts receivable or related finance roles
- Current CPA student preferred
- Proficiency with Colleague or similar systems is an asset
- Strong organizational and time management skills
- Accuracy and attention to detail in financial data entry
- Excellent communication and interpersonal skills
- Cultural competency and sensitivity to Indigenous perspectives and communities

Terms: Appointment to this full-time excluded position will require a formal criminal record check should a recent one not be on file, the details of which may preclude finalizing an offer of employment. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

Closing Date: Until Filled
Start Date: As soon as possible
End Date: Open-ended
Hours: Monday to Friday: 35 hours/week
Salary: \$ 28 - \$32/hr

Application Details:

Please submit your resume, a cover letter addressing your interest in the position and detailing how you meet the qualifications, and contact information for three references. Native Education College encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants. Only shortlisted candidates will be contacted. Address your application to:

Hiring Manager
Vancouver, BC

285 East 5th Avenue
V5T 1H2

NEC Native Education College
E-mail: hiring@necvancouver.org