



CORPORATE SERVICES ADMINISTRATOR

Position Description:

The Higher Education Quality Council of Ontario (HEQCO) is an agency of the Ontario government which brings evidence-based research to the continued improvement of the province's postsecondary education system. HEQCO is looking for a corporate services administrator to provide bookkeeping/accounting, payroll administration and coordination of information technology (IT) support services for the agency.

Responsibilities:

- Provide accounts payable services including processing invoices and expense claims utilizing HEQCO accounting software, electronic fund transfer payments and online banking system
- Review all documents to ensure accuracy of calculations, verification of information and appropriate signing authority within established HEQCO financial operational policies and procedures
- Identify and resolve discrepancies and incorrect entries
- Reconcile all transactions including purchasing card, pre-authorized debits and electronic transfers, seeking advice from the senior finance and administration analyst as necessary.
- Prepare bank deposits and arrange electronic bank transfers
- Maintain payroll records, complete payroll remittances and T4 forms for tracking and reporting of routine payroll for HEQCO, utilizing Excel and Ceridian payroll system
- Provide human resources administrative support services including assisting management and staff in hiring forms and coordinating the interviewing of candidates
- Provide general logistical support to new, existing and terminating staff to ensure access to IT, telephone, payroll, benefits, security and business cards
- Respond to general inquiries regarding accounts payable, payroll and benefits and other administrative matters from management and staff, referring more complex issues to the senior finance and administration analyst

- Act as systems administrator and central contact to meet the IT systems needs of management and staff including set up of workstations, managing access, providing training on the use of systems
- Provide first level of IT support, including routine troubleshooting and coordination of escalated issues to HEQCO's IT service provider through to resolution
- Maintain the customer relationship management (CRM) system to ensure the research team's IT needs are met in support of the tracking and reporting of research projects and administrative contracts within SharePoint
- Maintain an inventory of all HEQCO IT hardware and software
- Provide direct input and work with IT service providers on the maintenance of, development of and upgrades to existing systems
- Provide office administration services including purchase and maintenance of office supplies, logistics for travel and events, scheduling of internal meetings, file maintenance, and attendance reconciliation
- Work with internal and external auditors in response to routine inquiries, and to provide reports and documents as requested
- Actively participate in, and support all systems, programs, services and activities of the finance and administration team

Qualifications:

Education and Experience

- College diploma in bookkeeping, accounting, business administration or related field
- 1 to 3 years administration services experience in the areas of accounts payable, payroll, human resources support and general office administration in a small organization

Knowledge and Skills

- Knowledge of, and skills in processing invoices, expense claims and bank account reconciliation
- Knowledge of payroll administration methods to maintain payroll records and prepare related payroll forms
- Knowledge of, and skills in system administration sufficient to facilitate general IT support and to utilize various specialized (finance, payroll, CRM) and general office applications in support of office administration
- Oral communication and interpersonal skills to provide management and staff with general information regarding administration procedures and guidelines, provide training in the use of systems and to act as a central contact to meet system administration needs
- Mathematical skills to ensure accuracy of invoices and payments
- Organizational skills to prioritize various duties and competing demands



HEQCO is strongly committed to developing an equitable and inclusive community. We believe that diversity strengthens our work and our workplaces, and we encourage applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, the LGBTQ2S+ community and others who may contribute to the diversification of our perspectives and ideas.

Hiring Range: \$59,836-\$70,395.

HEQCO operates remotely, and work is completed from home using several online communication and collaboration tools.

Please submit your cover letter and resume to hr@heqco.ca by **March 21, 2025**. We thank all applicants but only those selected for an interview will be contacted. HEQCO complies with the Accessibility for Ontarians with Disabilities Act, 2005 and its regulations.

To request HEQCO material in alternative formats, please contact info@heqco.ca.

