



JOB POSTING STUDENT ACCOUNTS-FINANCIAL AID COORDINATOR

August 14, 2008

This full time 40 hour per week position is being offered in the Administration Office at the Victoria Conservatory of Music. The hours are Monday to Friday, 9a.m.-5p.m.

This position encompasses the registration of students, management of Student Accounts Receivable, Bursary applicant accounts, and Scholarship Recipient accounts, creates databases, and does some word processing regarding letters and reports and a wide variety of office related tasks. You will also receive inquiries via telephone, email and in person. Invoicing Institutions and Ministries and collections of delinquent accounts are also a feature of this position. You may also need to assist the Finance Department, balance the daily cash and reconcile Petty Cash.

Qualifications:

- Current Bookkeeping experience is essential
- Proficiency in mathematics
- Detail oriented
- Strong interpersonal skills
- Work independently
- Work as a team member
- Meet deadlines
- Work efficiently and effectively in a professional manner
- Ability to multi-task

Only selected applicants will be contacted. Interviews will be organized for the week of August 25-29, 2008.

Resumes must be received by August 22, 2008. You may send your resume to:

The Victoria Conservatory of Music

900 Johnson Street

Victoria BC V8V 3N4

FAX # 250-386-6602

Email: peters@vcm.bc.ca Subject Line JOB POSTING