



Job Ad

Ministry: Ministry of Community Safety and Correctional Services
Division: Thunder Bay Correctional Centre
Position Title: ACCOUNTS PAYABLE FINANCE CLERK
Duration: 1 Permanent
Location: Highway 61 S, Thunder Bay, P7C 4Y4, North Region
Compensation Group: OPSEU
Salary: \$21.22 - \$23.92 (MplusM) per hour*
Position Status: Open
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 8759

Do you enjoy working independently to focus and complete a range of financial and clerical support? Then consider this opportunity to process accounts payable for the institution where you will process transactions, assist in preparation of budgets, arrange travel and carry out some general administrative activities.

Qualifications: demonstrated knowledge of basic accounting functions and financial administration to process, maintain and correct records and to reconcile accounts; working knowledge of administrative procedures to provide administrative services; analytical and problem solving skills to review and verify information in reports and resolve discrepancies; communication skills to respond to client inquiries; computer proficiency and strong keyboarding skills; ability to perform arithmetic calculations; knowledge of ministry policies and procedures relating to release of information, institution organization and procedures.

Posting Date: Friday, September 05, 2008

Closing Date: Friday, September 19, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online

or send application to: Northern Recruitment Centre - Ministry of Government and Consumer Services
159 Cedar Street, Suite 404
Sudbury, Ontario, P3E 6A5
Fax: (705) 564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

The Ontario Public Service is an equal opportunity employer.

Accommodation will be provided in accordance with the Ontario Human Rights Code.

*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.