



Job Ad

Ministry: Ministry of Training, Colleges and Universities
Division: Student Support Branch
Position Title: FINANCE ADMINISTRATIVE ASSISTANT
Duration: 3 Permanent
Location: 189 Red River Road, 4th Floor, Thunder Bay, P7B 6G9, North Region
Compensation Group: OPSEU
Salary: \$22.18 - \$25.08 (MplusM) per hour*
Position Status: Open
Job Code: 09OAD - Office Administration 09
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 10311

The Ministry of Training, Colleges and Universities seeks well-organized individuals to provide accurate financial and administrative support to a unit responsible for the administration of funds under a range of Ontario Student Assistance Program Transfer Payment (TP) programs.

Working independently in a high-volume, fast-paced environment, you will gather and process cancelled cheques for all TP programs, update and enter information into database systems, process default claims, and prepare correspondence. You will also be responsible for liaising with the Collections Management Unit (CMU) of the Ministry of Government Services to discuss student files held for collection and regarding revenue refund processing cases. Reviewing files to determine eligibility, including evaluating applications, determining if they are in accordance with regulations and criteria, and making recommendations, as well as maintaining ongoing contact with the Canada Student Loan Program and examining student bankruptcy files for completeness will also be components of this role.

Qualifications: knowledge of financial and accounting procedures, practices, and processes; analytical, problem solving, and research skills to recommend resolution of complex cases, gather data, assess validity, accuracy, and completeness of information, and review and investigate accounts; planning and organizational skills to coordinate own activities and ensure legislative requirements and timelines are met; communication, interpersonal and customer service skills to deal tactfully and courteously with clients and explain processes and legislative requirements; ability to work independently and as a team member; demonstrated knowledge of and ability to use personal computers with standard software applications such as word processing, spreadsheets, electronic mail, and customized database applications.

Posting Date: Friday, August 22, 2008

Closing Date: Monday, September 08, 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.