



Job Ad

Ministry: Ministry of Children and Youth Services
Division: Thunder Bay Youth Centre
Position Title: PROGRAM SUPPORT
Duration: 1 Regular Part Time
Location: 435 James Street South, Suite 336, Thunder Bay, P7E 6S9, North Region
Compensation Group: OPSEU
Salary: \$21.22 - \$23.92 (MplusM) per hour* (21.75 hours per week)
Position Status: Open
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 15149

Are you an administrative professional with accounting and payroll experience looking for a challenge? If so, consider this opportunity with the Ministry of Children and Youth Services at the new Thunder Youth Centre. In this role, you will provide a variety of business and program support services including youth records management, payroll and accounts payable processing. You will be responsible for liaising with Ontario Shared Services to ensure the accurate processing of a wide range of employee pay and benefits transactions, responding to staff inquiries regarding pay and benefits, processing financial transactions in accounts payable, petty cash, travel expenses, young persons' trust accounts as well as purchasing and inventory control for program and office areas, and maintenance and filing of youth records and files. You will also contribute to a multi-disciplinary team approach in the provision of services to youth and staff. You will work 21.75 hours per week in this part time position.

Note: The headquarters will be moved upon the commissioning of the new youth centre in Thunder Bay.

Qualifications: proven administrative and clerical support experience and knowledge of office administration practices and procedures including knowledge of office equipment and procedures; proficiency with computer software such as word-processing, spreadsheet, presentation and e-mail, including knowledge of computerized payroll systems and financial information systems; sound knowledge of human resources procedures and practices including payroll and collective agreements; demonstrated understanding of accounts payable practices to process invoices and other transactions for payment; prepare coding and resolve financial discrepancies; proven organizational and coordination skills; well developed customer service and communication skills; mathematical skills to calculate sentences, fines, eligibility dates and perform accounting functions.

Posting Date: Friday, January 09, 2009

Closing Date: Friday, January 23, 2009

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 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.