



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.
Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Ad

Ministry: Ministry of Training, Colleges and Universities
Division: Student Support Branch
Position Title: FINANCIAL ADMINISTRATOR
Duration: 1 Permanent
Location: 189 Red River Road, Thunder Bay, P7B 6G9, North Region
Compensation Group: OPSEU
Salary: \$25.30 - \$29.28 (MplusM) per hour*
Position Status: Open
Job Code: 11OAD - Office Administration 11
Schedule: 3
Category: Finance and Economics
Job ID: 14573

Calling all highly motivated, finance-oriented individuals! Your strong attention to detail will be an asset to the Student Support Branch in the Ministry of Training, Colleges and Universities. In this role you will be advising and explaining the Ontario Student Assistant Program (OSAP) legislation, policies and procedures to lending institutions and service providers by responding to verbal and written inquiries, analyzing problem accounts and recommending the appropriate course of action. You will process transfer payment requests utilizing financial databases and assist in the review and analysis of budgets as well as providing leadership to junior staff in the Finance Unit.

Qualifications: knowledge of student loan policies, procedures and legislation as well as procedures of lending institutions; an understanding of accounting and budgeting procedures and practices; demonstrated knowledge of fundamental accounting principles, an understanding of accrual accounting practices and reporting requirements of the Income Tax Act; ability to problem solve to determine over-or-under expenditures; analytical and researching skills to investigate and review financial database entries; organizational skills to prioritize work; strong communication skills; good interpersonal skills to deal tactfully with client groups; demonstrated knowledge of personal computers, financial information systems and related software (word, excel and databases).

We encourage all applicants to apply online. please visit our website at <http://www.gojobs.gov.on.ca> or click on the link below.

Posting Date: Friday, February 13, 2009
Closing Date: Monday, March 02, 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.