



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 Transportation
Division: Northwestern Region - Financial Control
Position Title: FINANCIAL CONTROL CLERK
Duration: 1 Permanent
Location: 615 James St South, Thunder Bay, P7E 6P6, North Region (Restricted to OPS employees living or working within 125 kms of work location)
Compensation Group: OPSEU
Salary: \$21.22 - \$23.92 (MplusM) per hour*
Position Status: Restricted
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 17042

Are you a team player, highly motivated, and focused on delivering outstanding customer service? If so, consider this opportunity to join the Ministry of Transportation, Business Services Section where you will provide various financial, controllership, business support and clerical services.

Qualifications: knowledge of government financial, procurement and administrative practices, processes and policies; demonstrated computer skills and proficiency with various software applications including word processing, spreadsheets, database, electronic mail and financial information systems; keyboarding skills to ministry standards; ability to gather information and clarify issues using sound judgement skills; attention to detail and ability to ensure accuracy; proven organizational and prioritization skills to meet deadlines; excellent communication, customer service, and interpersonal skills.

Posting Date: Monday, May 04, 2009

Closing Date: Tuesday, May 19, 2009

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

**Apply online
or send application to:**

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the Regional Recruitment Centre at
1-866-333-8491, Ontario, CANADA
Fax: Faxes are not being accepted at this time

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.