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GRAND ERIE DISTRICT SCHOOL BOARD

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Requires a

Temporary Accounting Clerk

SUCCESS for Every Student

The Grand Erie District School Board's 2,800 employees provide quality education to approximately 26,000 full-time equivalent students who attend our 72 schools. The Board spans a geographic area encompassing the City of Brantford and the Counties of Brant, Haldimand and Norfolk. The Board requires a qualified temporary Accounting Clerk.

Responsibilities:

The successful candidate will complete accounting functions for the Business Services department and ensure the Business Services Board Policy/Procedures related to the accounting function are followed. The successful team player will be responsible for consolidated invoices, specifically downloading on-line invoices and using Excel to manipulate data into workable journal entries. The chosen applicant will be responsible for the reconciliation of several Board Clearing Accounts and will provide Ontario School Information System (OnSIS) verification and sign-off support. The successful applicant will identify and explore opportunities in accounting for further consolidated invoices and suggestions for continuous improvements. The successful candidate may be the Receptionist and perform other duties as assigned.

Qualifications:

- Completion of a Community College Diploma in Accounting, or Business Administration with a significant focus on accounting, or a related field required
- Minimum 3 years accounting experience in a similar role is required
- Knowledge of general accounting principles required
- Advanced computer literacy utilizing MS Office software applications (Word, Excel, Outlook) and familiarity with computerized accounting applications required
- Must be able to work effectively with minimum supervision
- Effective communication (oral and written), and organization skills required
- Must demonstrate flexibility and initiative and ability to prioritize and deal with competing timelines
- Attention to detail and accuracy are requirements
- Must be a team player
- Strong customer service focus required

Hours: 7 hour day; 35 hours per week, 12 months a year

Effective Date: As soon as possible to March 15, 2019 approximately

Hourly Rate: \$16.49/hr (after 15 days increases to \$23.97/hr)

If your qualifications, positive attitude and commitment to excellence make you an ideal candidate for consideration, please submit your application, marked "*personal and confidential*", which includes a complete resume, cover letter (one document if submitted electronically) with the names and telephone numbers of at least three professional references; your current supervisor must be provided as a reference. Your application must be received by 4:00 p.m. **Thursday January 24, 2019. Apply to:**

The Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3
Fax (519) 759-5362 or Email hr@granderie.ca

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

All new employees are required to provide an original Police Record Check (which includes a "vulnerable sector screen") acceptable to the Board prior to the commencement of employment.

Applicants may be subject to a competition and/or testing to determine abilities, if deemed necessary by the Board.

We thank all applicants for their interest but only those considered for an interview will be contacted.