

Posted on: November 21, 2023 at 9:00am

CUPE#3919 – SL2023

Position: **Finance Clerk – Long-Term Occasional**

Location: **Kemptville Board Office**

Hours of work: **35 hours/week**

Salary: **\$28.41/hour**

Effective: **Immediately – February 26, 2024**

Note

Please refer to the attached job description for further information.

Qualifications

- Secondary School Graduation Diploma and successful completion of two introductory college Accounting courses.
- Minimum one year experience in a computerized Finance/Accounts Payable environment.
- Data entry skills would be an asset.
- Well-developed oral and written communication skills.
- Ability to prioritize workload.
- Proficiency and knowledge in the use of financial and purchasing software applications, including Microsoft Word, Excel, database, electronic mail, and other relevant software applications.

Send application and curriculum vitae no later than:

Monday, November 27, 2023 by 12:00pm

e-mail: hr@cdsbeo.on.ca

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonhsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

Susan Wilson
Chair of the Board

Laurie Corrigan
Director of Education

A. Job Identification:

Title: **Finance Clerk**

Immediate Supervisor: **Assistant Manager of Finance**

B. Job Summary:

Performs a variety of finance and administrative duties to provide necessary support to the schools and departments within the Board. Work will include items such as payment of vendor invoices, expense reports, accounts receivable, community use, insurance documents and special projects.

C. Duties and Responsibilities:

ACCOUNTING

- Process regular vendor invoices and expense reimbursement claims for payment on a timely basis, ensuring proper signing authority is obtained and account coding is accurate.
- Complete the cheque run / electronic funds transfer process.
- Review supplier's statements for overdue accounts and take necessary corrective action by liaising with vendors, schools, and departments.
- Working with other members in finance, reviewing open purchase order report and update monthly.
- Ensure appropriate general ledger coding on all invoices according to Ministry guidelines and prepare journal entries for necessary adjustments.
- Enter invoices and record all payments made through accounts receivable, ensure electronic files are complete.
- Capture and report all HST rebate claims and payments, ensuring adherence to HST rules and regulations.
- Enter Journal Entries as required.
- Maintain trust records and ensure payments are issued as per the individual agreements.
- Report quarterly to Statistics Canada.
- Liaise with Municipalities and assist with reconciling Municipal revenue.
- Provide back up to other finance clerks during absences.
- Work on special projects as assigned within the finance department.

SCHOOL SUPPORT

- Train school administration on school banking software, guidelines and procedures school generated funds.
- Provide support and be the main point of contact for school administration for finance related items.

INSURANCE & RISK

- Process and distribute Ontario School Boards' Insurance Exchange (OSBIE) Certificates of Insurance and Proof of Insurance.
- Renewing Vehicle License Plate & Registration.
- Ensure accurate Certificates of Insurance for third-party providers of the board are received annually (i.e childcare).

COMMUNITY USE

- Responds to inquiries regarding community use of schools, insurance from school representatives and community members.
- Manages all community use of school's on-line bookings, compiling annual use of schools' data, and attending meetings to discuss community use of schools.
- Manage website info, software database and configuration for CUOS portal.
- Recommend procedures and guidelines concerning community use of schools.
- Provide financial reporting for community use as required.

D. Qualifications:

- Secondary School Graduation Diploma and successful completion of two introductory college Accounting courses.
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- Proficiency and knowledge in the use of financial and purchasing software applications, including Microsoft Word, Excel, database, electronic mail, and other relevant software applications.
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- Ability to prioritize workload.