



SUCCESS for Every Student

GRAND ERIE DISTRICT SCHOOL BOARD

Requires an

Accounting Clerk

The Grand Erie District School Board's 2,800 employees provide quality education to approximately 26,000 full-time equivalent students who attend our 73 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 full time Accounting Clerk.

Responsibilities:

The successful candidate will be responsible for the collection of invoices, purchase order matching, adherence to HST legislation and data entry of accounts payable invoices. The chosen applicant will be responsible for understanding and enforcing board purchasing policies. The successful applicant will identify and explore opportunities in accounts payable for further consolidated invoicing and suggestions for continuous improvements. Maintaining positive relationships with vendors and Board staff are other requirements. The successful candidate will provide reception support and perform other duties as assigned.

Qualifications:

- Completion of a Community College Diploma in Accounting, Business Administration or a related field required
- A minimum of 1 year accounting experience in accounts payable or a related field required
- Working knowledge of HST legislation required
- Attention to detail with advanced computer literacy utilizing MS Office software applications (Word, Excel, Outlook) 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
- Must be a flexible team player who willingly shifts job assignments to achieve team goals

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

Effective Date: November 1, 2018

Hourly Rate: \$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 October 25, 2018. Apply to:**

The Grand Erie District School Board

349 Erie Avenue, Brantford, Ontario N3T 5V3

Fax (519) 759-5362 or Email hr@granderie.ca **Please quote posting # 17-18-19**

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.