

Moose Factory Island District School Area Board

P.O. BOX 160 • MOOSE FACTORY, ONTARIO P0L 1W0
PHONE 705-658-4571 • FAX 705-658-4768

EMPLOYMENT OPPORTUNITY

(Contract Position)

ADMINISTRATIVE & PAYROLL ASSISTANT

To provide various administrative and clerical support functions; payroll processing activities and maintaining human resource records and documentation; procurement of supplies & equipment and maintaining a purchase order system in a small school board office environment. Performs other related duties as required.

Qualifications:

- Post-secondary education in related field and/or combination of education and minimum three (3) years' work experience in related field
- Exquisite numerical skills and familiarity with general accounting and payroll procedures
- Excellent interpersonal, communication (verbal and written) skills with aptitude in problem-solving
- Outstanding organizational and time management skills
- Computer savvy with working knowledge of relevant software (Microsoft Office Applications, Sage 300, Pay Dirt)
- Ability to maintain a high level of accuracy, confidentiality concerning financial and personnel information
- Knowledge and work experience in purchasing, receiving, distribution and inventory control
- Knowledge and ability to record and transcribe minutes, creating and maintaining filing systems, and databases
- A valid Class G license would be considered an asset

Applicants **must** have a current (within six months of start date) Criminal Record Check.

Interested applicants must submit their letter of application, resume and 3 current work references, with permission to contact by **September 26, 2019 @ 4pm** to:

Kathy Cheechoo
Business Administrator & Treasurer
Moose Factory Island District School Area Board
P.O. Box 160
Moose Factory, ON POL 1W0
Kathy.Cheechoo@mfidsab.ca

Applicants are thanked in advance for their interest in this position however, only those who have been selected for an interview will be contacted.

Job description available upon request.

Posted September 11, 2019