

# *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**

### **BOARD OFFICE CLERK**

#### **Position Profile:**

Under the direct supervision of the Business Administrator & Treasurer, the Board Office Clerk is responsible for providing financial accounting and administrative services to ensure effective, efficient, accurate and transparent management of the Boards finances including implementation and maintenance of the general ledger, accounts receivable, accounts payable; prepares monthly bank reconciliations; provides financial reports and maintains internal databases as required. Creates and ensures all accounts receivables, accounts payables and payroll files are updated and maintained; ensures all financial transactions are accurately coded; assists with annual financial audit; ensures implementation of an effective internal control system for purchase orders; assists with implementation and adherence to Board approved financial management policies and procedures; assists with administrative and office support services including answering phone, greeting visitors, incoming and outgoing mail, purchasing, shipping and receiving. Performs other related duties as required.

#### **Qualifications:**

- Post-Secondary Diploma in Business Administration, Accounting or a combination of relevant training and a minimum of three (3) years' work experience in accounting/finance
- Good working knowledge and experience in Sage 300 ERP – General Ledger, Accounts Payable, Accounts Receivable; and with PayDirt Payroll Software
- Proficient knowledge of generally accepted accounting principles (GAAP)
- Proficient knowledge in the administration of payroll and employee pension & benefits
- Excellent and effective communication skills – both verbal and written
- Excellent understanding of relevant legislation, policies and procedures
- Excellent analytical, problem solving and decision-making skills
- Proven time management and stress management skills
- Possess a high degree of accuracy in work to ensure data integrity
- Computer literacy including effective working knowledge of the Microsoft Office Software: Excel, Word, PowerPoint & Outlook
- Ability to create effective office procedures, systems and objectives
- Possess a valid driver's license – Class G
- Must be honest, trustworthy and respectful and demonstrate sound work ethics

Applicants must have a current (within six months of start date) Criminal Record Check or proof of receiving one. Interested applicants are invited to submit their letter of application, resume and three (3) work-related references, with permission to contact, by

**Friday February 26<sup>th</sup>, 2021 at 4:00PM to:**

**Nathan Beck**  
**Business Administrator & Treasurer**  
Moose Factory Island District School Area Board  
P.O. Box: 160  
Moose Factory, ON. P0L-1W0  
Fax: 705-658-4768 | [nathan.beck@mfidsab.ca](mailto:nathan.beck@mfidsab.ca)

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