***Apply By:****Tuesday, June 6, 2023 11:59 pm EDT*

**Finance Clerk - Accounts Payable**

**Organization:**

Ministry of the Solicitor General

**Division:**

Ottawa-Carleton Detention Centre

**City:**

Ottawa

**Job Term:**

1 Temporary assignment/contract up 6 months with possibility of extension

**Job Code:**

C08OAD - Office Administration 08 (COR)

**Salary:**

$24.52 - $28.51 Per Hour\*
\*Indicates the salary listed as per the OPSEU Collective Agreement.

[**Posting Status:**](https://www.ontario.ca/page/careers-job-ad-definitions)

Open Targeted

**Job ID:**

199311

[**Apply Online**](https://www.gojobs.gov.on.ca/Apply.aspx?Language=English&JobID=199311)

[**View Job Description**](https://intra.ejobs.careers.gov.on.ca/PDR.aspx?Language=English&JobID=199311)

Do you enjoy working independently to focus and complete a range of financial and clerical support functions? If you answered yes, then consider this opportunity at the Ottawa-Carleton Detention Centre.

Note: This position is required to report to and work from the physical work location (2244 Innes Rd, Ottawa) five days a week.

**OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:**

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](https://www.ontario.ca/page/ontario-public-service-anti-racism-policy) and the [OPS Diversity and Inclusion Blueprint](https://www.ontario.ca/page/ops-inclusion-diversity-blueprint) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code). Refer to the "How to apply" section if you require a disability-related accommodation.

**What can I expect to do in this role?**

You will be responsible for:
• processing accounts payable for the institution;
• providing clerical, administrative and financial support to the Business Administrator and maintain monthly institutional reporting systems;
• providing general office and clerical support by: typing a variety of correspondence, faxing, photocopying, processing mail.

**How do I qualify?**

Financial Administration Knowledge and Skills:

• knowledge of accounting principles and practices
• knowledge of PC-based computer operations and software applications such as the Integrated Financial Information System (IFIS), EXCEL, WORD etc.
• ability to apply government and ministry financial administration policies and procedures appropriately
• ability to process accounts payable
• ability to calculate and reconcile accounts and invoices
• demonstrated arithmetic skills

Analytical, Problem Solving and Reasoning Skills:

• ability to verify financial information and maintain accuracy
• ability to resolve discrepancies and issues within a range of established procedures and options

Office Administration Skills:

• demonstrated knowledge of office administrative practices, mail and courier processing, office equipment, and computer software
• proven ability to provide general office, administrative, and clerical assistance

Communication and Interpersonal Skills:

• proven courtesy, tact and diplomacy to provide effective receptionist services
• ability to ensure correct spelling, grammar, and punctuation when typing correspondence or reports
• ability to exercise discretion and good judgement regarding confidential information

**Additional Information**

**Address:**

* 1 Temporary, duration up to 6 months, 2244 Innes Rd, Ottawa, East Region, Vulnerable Sector Check, Credit History Check, Local Police Databases Search, PIP/NICHE/RMS

**Compensation Group:**

Ontario Public Service Employees Union

[**Schedule:**](https://www.ontario.ca/page/careers-job-ad-definitions)

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**Category:**

Administrative and Support Services

**Posted on:**

Tuesday, May 23, 2023

**Note:**

* In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Corporate Talent Programs Branch, Talent and Leadership Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.
* C-CL-199311/23

**How to apply:**

1. You must apply online by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers). You must enter the job id number in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](https://www.gojobs.gov.on.ca/Docs/OPSCoverLetterandResumeWritingGuide.pdf).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](https://intra.ejobs.careers.gov.on.ca/PDR.aspx?Language=English&JobID=199311) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](https://www.gojobs.gov.on.ca/ContactUs.aspx) to provide your contact information. Recruitment services team will contact you within 48 hours.

**Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.**

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:**The deadline to apply is **Tuesday, June 6, 2023 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the**[**Ontario's *Human Rights Code***](http://www.ohrc.on.ca/en/ontario-human-rights-code)**.**

 [**Apply Online**](https://www.gojobs.gov.on.ca/Apply.aspx?Language=English&JobID=199311)