



District School Board of Niagara invites applications for the following position:

**Accounts Payable Clerk
(full-time position)
DSBN Education Centre**

Reporting to the Supervisor of Accounting, the successful applicant will be a key part of the DSBN's Financial Services Department, helping the Board meet its accounting compliance standards through accurate analysis, auditing, and other key accounting duties.

The individual will be responsible for a variety of accounting and clerical duties, including the reviewing, verifying and entering employee expense reimbursement forms, purchase cards and expenditures. Ensuring expenses follow DSBN policies and procedures, scanning of receipts, filing, handling inquiries from employees, processing of reimbursement and ensuring appropriate taxes have been assessed on invoices, expense reimbursements, purchasing card transaction and payment. The individual will also be required to prepare appropriate journal entries where necessary.

Other duties will include, but are not limited to, ordering of office supplies, providing coverage for the processing of invoices billed to the DSBN, scanning of invoices, filing, handling of inquiries from vendors, recording the receipt of supplies or services invoiced, processing invoices and requisitions for payment; and reviewing and processing petty cash reimbursement and HST rebate requests.

Qualifications:

- Minimum of three (3) year Community College diploma in Accounting
- Minimum one (1) years relevant accounting experience is required
- Proficient in Excel, Word, Adobe, and Microsoft Dynamic NAV
- Ability to deal with competing priorities, multiple demands and constant deadlines
- Exemplary verbal and written communication, interpersonal, and organizational skills
- Strong initiative, attention to detail and excellent customer service delivery
- Ability to deal effectively with a variety of individuals both within and outside the Board
- Provision of a satisfactory Police Clearance including vulnerable sector screening from the last 6 months (or ability to obtain one) is a condition of employment.

This is a full-time unionized position within the DSBN's Office, Clerical, Technical and Instructional Support employee group which includes a competitive wage and a comprehensive benefits package.

Application Deadline: 4:00 pm on April 8, 2020

**To apply, please email a cover letter and resume to: careers@dsbn.org
Please use "Accounts Payable Vacancy" as your e-mail subject line.**

The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of our region. We encourage submissions from candidates who represent the various dimensions of diversity. We will make interview and employment accommodations during the selection process, based on any of the human rights protected grounds. Please notify us in advance and we will work with you to meet your needs. Applicants are thanked for making known their interest in working for the District School Board of Niagara. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.