



Accounting Clerk

Bulletin No. D2024-19

Permanent	Salary	Location
Full Time	\$51,455.89 to \$61,452.95	North Bay



Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

Full-Time Employees Enjoy:

- Hybrid Work Environment
- Health, Dental, Vision, Life, AD&D and LTD Benefits
- Paid Time Off
- OMERS Pension Plan
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

www.dnssab.ca

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Accounting Clerk to add to our exceptional Finance and Administration team.

The Accounting Clerk position supports the accounting functions for the District of Nipissing Social Services Administration Board and Housing Operations. The primary duties include: preparing and processing A/P invoices for payment, A/P, purchase orders, creating and managing A/R invoices, completing cheque runs, bank deposits, responding to vendor/manager inquiries. In addition, this position will also handle various accounting clerk functions and transactions using the Employees Portal, IProperty Management system, and DynamicsNav accounting system. These include processing monthly journal entries, invoices and credit card expenses, preparing and distributing monthly departmental operating reports, general ledger account reconciliations to sub ledgers and completing monthly/quarterly HST/GST/PST sales tax remittances and reconciliations.

Qualifications:

- Completion of one (1) year post-secondary certificate in book-keeping, accounting, finance or its equivalent;
- One (1) to two (2) years related experience providing financial operational supports;
- Advanced computer skills including use of Microsoft Word, Excel, Outlook, and SharePoint;
- Experience with Microsoft DynamicsNav & Property Management system is considered an asset;
- Excellent attention to detail;
- Proven written and oral communication skills, including the ability to prepare reports, spreadsheets and detailed financial analysis;
- Sound working knowledge of accounting and office practices and procedures, internal controls and processes;
- Ability to work individually and as a team player with excellent organizational and multitasking skills;
- Must possess a valid Ontario Driver's License and have a vehicle available for use on the job;
- Demonstrated respect of confidentiality.

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool. **Please follow this link <https://bit.ly/4aMkhBh> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.