



Northeastern  
Catholic District  
SCHOOL BOARD

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# ACCOUNTS RECEIVABLE/PAYABLE CLERK

May 13, 2025

## **COMPETITION #25-058**

Permanent Full-Time Position

35 hours per week

Timmins, ON

Effective immediately

Rate: \$32.60-36.06

## **SUMMARY OF POSITION:**

Reporting to the Manager of Finance, the Accounts Receivable/Payable Clerk performs the duties and processes associated to accounts receivable/payable and prepares ancillary reports and statements as assigned by the Manager of Finance.

## **REQUIRED QUALIFICATIONS:**

- College diploma in accounting or business;
- Knowledge of Canadian accounting standards;
- Ability to prepare reports, balance sheets and income statements;
- Demonstrated proficiency in the use of accounting software, word processing, spreadsheet and database applications;
- Demonstrated effective multi-tasking, time management and organizational skills;
- Demonstrated ability to work in a team environment and independently as required;
- Demonstrated ability to communicate effectively and professionally with tact and diplomacy;
- Strong interpersonal skills and ability to maintain discretion and confidentiality;
- Strong attention to detail as well as excellent written and oral communication skills;

The names of three (3) professional references are required, including a current immediate supervisor.

Please quote competition number on your application. Applications should be forwarded to the undersigned no later than **May 19, 2025 @ 12 pm (Noon)**

**Mélanie Bidal-Mainville, Manager of Human Resources**  
**Northeastern Catholic District School Board [hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)**

**We wish to thank all applicants, however,  
only those selected for an interview will be contacted.**

**We are an equal opportunity employer. Candidates requiring accommodation in accordance  
with the Ontario *Human Rights Code* are asked to contact [hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)**

Glenn Sheculski  
Chair of the Board

Tricia Stefanic Weltz  
Director of Education