



POSITION OPPORTUNITY

If you know anyone who may be interested in a Part-Time Contract opportunity, please contact Human Resources. REFER A FRIEND, RELATIVE, NEIGHBOUR AND EARN \$400 (IF HIRED and successful completion of 6 month contract)

Position: JUNIOR PAYABLES/ADMIN CLERK
(6 Month Part-Time Contract)
Location: Manitou
Hours: Monday to Friday, 4 hours – Morning or Afternoon
To Be Determined based on availability
Reporting To: Director of Finance

Duties:

- Daily Invoice printing and matching of vendor invoices with packing slips from goods received and related filing
- Weekly matching of invoices with payment remittances for approval and filing of approved payments
- Payable entry into PDMain as time permits
- Backup switchboard for breaks and vacation coverage.

Requirements:

- Flexibility to work full-time hours, i.e. 40 hour work week to cover switchboard for vacation coverage
- Grade 12 education or equivalent
- Previous office experience required.

LEVEL: 2 (Clerical)

POSTED: March 3, 2022

POSTING CLOSES: March 9, 2022

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