



JOB POSTING: FINANCIAL ASSISTANT
Date: March 1, 2019

JOB POSTING

JOB TITLE/POSITION:	FINANCIAL ASSISTANT
JOB CLASSIFICATION:	Exempt
JOB STATUS:	Permanent, full time, 35 hours per week
LOCATION:	Home Branch – Downtown
COMPENSATION:	We offer an attractive and competitive remuneration package, including comprehensive benefits, a pension and support for professional development. Salary range is \$44,317 to \$51,851 (2018 range).
POSTING DATE:	March 1, 2019
CLOSING DATE:	March 15, 2019

JOB SUMMARY:

Under the direction of the Manager, Business and Operational Support, performs a variety of financial tasks according to established procedures.

QUALIFICATIONS:

1. Two (2) year Community College diploma in an Accounting-related field.
2. At least one (1) year of experience in a related field.
3. Advanced word processing skills; proficient with Microsoft Word, Excel, PowerPoint and Access, computerized accounting systems, payroll software and time management software.
4. Proven ability to establish and maintain harmonious relations with staff and public.
5. Driver's licence and access to a vehicle for travel between branches will be considered an asset.

KEY COMPETENCIES:

- Customer Service
- Communication
- Collaborative Relationships
- Technology Skills
- Organizational Skills and Productivity
- Learning and Growth Mindset
- Ethics and Values
- Budgets and Funding

DUTIES AND RESPONSIBILITIES:

Under the direction of the Manager, Business and Operational Support, and the general guidance of the Coordinator, Business Support Services, performs a variety of financial tasks according to established procedures.

1. Supports the Payroll function by:
 - Processing bi weekly payroll
 - Maintaining and tracking of employee time banks
 - Managing and maintenance of OSL setups and troubleshooting
 - Training of staff on OSL system
 - Setup and running of payroll reports as required
2. Supports the Accounting function by:
 - Processing invoices
 - Maintaining accounts payable files
 - Reconciling and preparing daily bank deposits
 - Tracking of specific payments for various departments
 - Set-up and running of payables and receivables reports as required
 - Tracking of selected expenses throughout the year
 - Providing back-up documentation for year-end audit
 - Assisting with reconciliation of expenses to specific accounts for audit purposes
3. Supports the Purchasing function by:
 - Maintenance, tracking and reconciliation of Purchase Orders
 - Maintenance and ordering of supplies and fixtures

- Corporate PCard maintenance and approval
4. Performs all other duties as required.

WORKING CONDITIONS:

- This is a system-wide position based at the Downtown Branch that may be assigned at any Barrie Public Library location.
- Hours of work may include evenings and weekends with the employee being required to perform accurate and detailed work with constant interruptions.
- Works in compliance with Occupational Health and Safety Act and the Ontario Accessibility for Ontarians with Disability Act
- A police check, including Vulnerable Sector Screening, is required and is a condition of employment.

OTHER:

- Applicants may be asked to provide proof of education status, licenses, certification upon the Library's request.
- Barrie Public Library is committed to providing an inclusive, barrier-free environment for job applicants. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005). If invited to participate in an interview, please advise us of accommodation measures you may require during our recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.
- Personal information is collected under the authority of the Public Libraries Act, R. S. O. 1990, Chap. P.44, section 23, subsection 4 and will be used to determine eligibility for employment.

Those wishing to apply should submit a cover letter and current resume to:

Jane Little
Manager, Human Resources
Barrie Public Library
60 Worsley Street
Barrie, Ontario L4M 1L6

Fax: 705-728-4322



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Email: jobs@barrielibrary.ca

We thank everyone for their interest, but only candidates selected for interviews will be contacted.