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Job Opportunity

Ontario Works

Finance Clerk **Full Time Permanent**

Job Summary

The Finance Clerk will assist the Finance and Bookkeeping Lead in the completion of tasks to ensure that monthly financial records are properly recorded and kept up to date.

Tasks include:

- Data Entry**
- Bank Reconciliation**
- Payroll**
- Cheque Disbursement**
- Office Filing**
- Other Office Related Duties**

Skills and experience in this job area would be an asset. We are looking for a dependable, reliable, committed, and willing to learn individual to fill this position.

DEADLINE: Thursday, October 16, 2014 @ 4 pm

Interested applicants submit resume and cover letter to: Suzie Crowe at the Ontario Works Reception Desk before the deadline.