



Internal/External Job Posting

Temporary Accounts Payable Officer

Catholic Education Centre
Competition Number # 2019-20-201
November 6, 2019

SNCD SB is searching for a collaborative, dynamic leader that supports student engagement, well-being and achievement within a Catholic organization.

Temporary Accounts Payable Officer

Start Date: December 2, 2019

Catholic Education Centre, Terrace Bay

Position Qualifications:

- Diploma or certificate in Business Administration or related program.
- Experience with accounting procedures.
- Minimum of one-year experience is preferred.
- Strong communication skills, including the ability to work collaboratively with administrators and outside agencies.
- Knowledge of the SDS program would be an asset.
- Strong computer skills required.
- Ability to work in a confidential environment.

Conditions of Employment:

- Current Pastoral Reference Preferred
- Successful Completion of all Safety training courses
- Must undergo a successful vulnerable police record check

Applicants must submit a cover letter and resume to careers@sncdsb.on.ca by **November 22, 2019 at 4:00pm**

Superior North Catholic District School Board is committed to employment equity and encourages applications from women, visible minorities, Aboriginal peoples and persons with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Mr. Hugh McCorry
Board Chair

Ms. Maria Vasanelli
Director of Education