



**Human Resources**

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5149

**M E M O R A N D U M**

TO: All Candidates

DATE: January 15, 2021

FROM: Jenny Fenton, Human Resources Officer

RE: **COPE 5-DAY POSTING**

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**ONE (1) POSITION, ACCOUNTS RECEIVABLE/SCHOOL CASH CLERK, CATEGORY E, 1.0 TIME, 12 MONTHS PER YEAR, JIM MCCUAIG EDUCATION CENTRE**

Thank you for your interest in employment with Lakehead Public Schools, however, only those applicants receiving an interview will be contacted.

An offer of employment is conditional upon the successful candidate providing a current, original Police Record Check including Vulnerable Sector Check (within the last 6 months). Successful candidates will receive the form required to obtain the PRC, please do not include a PRC in your application package.

The successful candidate must possess a 2-year diploma in Business Accounting and have Schoolcash.net District Level Training. Minimum 2 years work related experience in a large computerized accounting environment, specifically in processing cash receipts, accounts receivable, accounts payable and journal entries is required. Must have experience with accounting applications, Schoolcash.net, and Microsoft Office, specifically Excel. Excellent verbal and written communication skills are required. Other qualifications are as per the job description.

Duties to include accounts receivable, account reconciliations, financial system support, Schoolcash.net system support, cashier processing, cafeteria revenue and deposit, vehicle licensing and insurance renewal, data entry and other general accounting duties as per the job description.

Applicants may apply using the following method: Email application package in PDF format to [copehire@lakeheadschoools.ca](mailto:copehire@lakeheadschoools.ca). Please submit one complete PDF document and do not submit multiple attachments. If you have issues with this, please contact Human Resources.

Lakehead District School Board is committed to equity in employment. We provide accommodations for individuals with disabilities at any point throughout the recruitment process, in accordance with the Accessibility for Ontarians with Disabilities Act. If you

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require accommodation, please contact Human Resources at  
accommodation@lakeheadschoools.ca so that appropriate arrangements may be made.

The deadline for applicants is **4:00 p.m. on Friday, January 22, 2021.**

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Lakehead District School Board