



Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5100 Fax (807) 625-9422

**TEMPORARY ACCOUNTS PAYABLE CLERK**  
**Category E, 1.0 FTE, 8 Month Contract**  
**Location: Board Office**

**General Information:**

This position is open for application from external candidates.

The successful candidate must possess a 2-year Diploma in Business Accounting and be able to demonstrate the required computer skills. Must have a minimum of 2 years of work-related experience in a large, computerized accounting environment. Consideration will be given to candidates with highly developed numeracy literacy and problem-solving skills, and the ability to work independently. Other qualifications are as per the job description.

Duties to include the accurate and timely payments of invoices in accordance with Board Policy and tender guidelines. General accounting responsibilities such as account analysis and reconciliation. Data entry and processing of financial information in LDSB's accounting software. Process expense claims including P-Card and personal claims. Other duties are as per the job description and as assigned.

Hours of work: 8:30am to 4:30 PM

Position to commence as soon as possible

**Required Documents:**

Each candidate shall submit in the following order:

- Cover letter
- Resume of qualifications and experience
- Copy of diploma/certificates as required
- Reference check consent form which MUST include **valid e-mail addresses and phone numbers** of a minimum of two (2) references. The reference check consent form can be found at the bottom of careers section of our website <https://www.lakeheadschoools.ca/careers/>.

**Application Procedure:**

Email your completed application package to [copehire@lakeheadschoools.ca](mailto:copehire@lakeheadschoools.ca)

**Note: Please submit one complete PDF document. Please do not submit multiple attachments.**

**Application Deadline: open until filled**

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[www.lakeheadschoools.ca](http://www.lakeheadschoools.ca)

*Offer of employment is conditional upon the successful candidates providing a current, original Police Record Check including Vulnerable Sector Screening (dated within the past 6 months). This document **does not need** to be included in your application package.*

*Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process. If you require accommodation, please contact Human Resources at [accommodation@lakeheadschoools.ca](mailto:accommodation@lakeheadschoools.ca) so that appropriate arrangements may be made.*

*Selected applicants will be invited to participate in the interview process and only those candidates will be contacted.*

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Lakehead District School Board