

ACCOUNTS PAYABLE CLERK

Temporary Full Time – 3-Months

Qualifications:

- 2-year Diploma in Business Accounting,
- Minimum of 2 years of work-related experience in a large, computerized accounting environment.
- Able to demonstrate the required computer skills, have 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 Policies 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: 8:30 AM to 4:30 PM daily

Tentative end date is January 31, 2026

Required Documents:

Each candidate shall submit in the following order:

- Cover letter
- Resume of qualifications and experience
- Copy of degree/professional 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

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

Application Deadline: Posted until filled.

We welcome applications from all qualified candidates.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.

Committed to the success of every student

www.lakeheadschoools.ca

Lakehead District School Board