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File Number: 6004-8 (05)

EMPLOYMENT OPPORTUNITY

Competition: # PET-18-040

Open to: This Category I unionized position is open to all interested parties. Preference will be granted in accordance with the Collective Agreement for the PSAC bargaining unit for Category I NPF employees at Garrison Petawawa.

Accounting Clerk
NPF Accounts
Garrison Petawawa
Permanent Part Time Position

Who We Are:

CFMWS is committed to enhancing the morale and welfare of the military community, ultimately contributing to the operational readiness and effectiveness of the Canadian Armed Forces (CAF). We pride ourselves on being part of the Defence Team. For more information on who we are, please visit us at www.cfmws.com.

Job Summary:

Under the supervision of the Accounting Manager, the Accounting Clerk codes, totals, batches, enters, verifies and reconciles transactions related to accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system. She/He calculates, prepares, and issues documents or reports related to accounting, such as financial statements and other managerial information reports, using computerized and manual systems. She/He prepares Journal Voucher (JVs) adjustments and forwards to the Base Accounting Manager for action; action JVs locally, as required. She/He maintains the manual Fixed Assets (FA) Distribution Account (DA) files and ensures all pertinent documents are included such as handover certificates and verification records. She/He prepares registers such as Supplier Invoice Register, Disbursement Transaction Generation, Sales and Receipt Register and Cash and Transfer Register and other types of vouchers, as required.

Qualifications:

College diploma or certificate in Business Administration, Finance, Accounting, Bookkeeping or in a related field
OR
High school diploma AND some years experience in a related field

Language Requirement: English Essential, Bilingual an asset

French Language Proficiency (Bilingual an asset)	
<i>Reading Comprehension</i>	n/a
<i>Written expression</i>	n/a
<i>Oral interaction</i>	2 (Functional)

Level: N/A(No proficiency), 1(Basic), 2(Functional), 3(Advanced), 4(Professional)

Experience Requirements:

- In bookkeeping
- In assisting in preparation of financial statements and reports

Posted / Affiché le : 6 June 2018 / 6 juin 2018

Expires / Date de clôture : 19 June 2018 / 19 juin 2018

**Benefits Available:**

Competitive Benefits including savings plans (TFSA, RRSPs), educational assistance, accessible facilities on base (i.e. fitness facility, swimming pool, etc), CANEX Privileges

Salary: \$14.58 /hr - \$18.59 /hr

Security:

- Reliability Status

NPF employees must demonstrate the following shared competencies: client service, organizational knowledge, communication, innovation, teamwork and leadership.

Employment Equity: NPF is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of a designated group (i.e. a woman, an Aboriginal person, a person with a disability or a visible minority).

Start Date: 15 July 2018

Posting Date: 6 June 2018

Application Deadline: 23:59 hrs Pacific Time on 19 June 2018

Application Submission: Submit resume to NPF HR Office quoting competition # PET-18-040. Email: RecruitingPetawawa@cfmws.com or online: www.cfmws.com.

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.