Various Administrative and Financial Service Clerk Positions

CR 04

Casual Worker

$50,821 to $54,857

[WHAT IS A CASUAL WORKER?](http://www.canada.ca/en/treasury-board-secretariat/services/staffing/public-service-workforce/casual-worker.html)

**Important messages:**

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential

**Location:**

The successful candidate is expected to work at the traditional workplace located at 17000 station forces, CFB Kingston.

**Duties may include but are not limited to the following:**

* Verifies, reconciles, analyzes, researches, resolves errors / rejects variances and processes financial transactions, both revenue and expenditure, identified in the financial data or other information maintained in the departmental financial management systems / files / records.
* Ensures financial transactions are in complicate with governmental and departmental financial policies and delegated financial signing authorities.
* Provides information and clarification to departmental employees and other clients on central agency and departmental financial policies/directives relating to receivables, and other such financial transactions
* Researches and produces various manual and electronic monthly / quarterly / yearly and or ad-hoc financial reports.
* Follows up on outstanding financial transactions/issues such as suspense accounts, commitments, expenditures and accounts receivable with managers and clients.
* Receives, controls, safeguards and reconciles cash, cheques, assets and other negotiable instruments and prepares for deposit at commercial bank(s).
* Maintains financial and accounting documents/records for auditing/reference purposes.
* Applies and explains administrative policies, procedures and directives related to one or more fields and verifies that these directives are adhered to.
* Manipulates and inputs data and generates documents, reports, correspondence, records, etc.
* Develops filing systems bases on predetermined parameters; updates and maintains files.
* Performs administrative duties such as composing correspondence, developing and maintaining tracking systems, maintaining agendas, making preparing routine responses to inquiries, brining urgent issues to the attention of management.

**Information you must provide:**

Your resume

**In order to be considered, your resume must clearly explain how you meet the following (Essential Qualifications)**

EDUCATION:

Successful completion of a secondary school diploma or an acceptable combination of education, training and/or experience.

**If you possess any of the following, your resume must also clearly explain how you meet it (other qualifications)**

E1 – Experience in accounting operations / financial services in a federal government department

E2 – Experience in accounts receivables

E3 – Experience in accounts payable

E4 – Experience working in a financial institution

E5 – Experience in processing financial transactions using SAP

E6 – Experience in providing general administrative support duties (ie: filing, keyboarding, answering phone).

E7 - Experience using Microsoft Office Computer applications (ie: word, Excel) to create reports and spreadsheets.

E8 – Experience working in a team environment.

**Language Requirements**

English Essential

**Conditions of Employment**

Reliability clearance\*

\* Candidates must meet and maintain the above Conditions of Employment through their employment.

**Contact Information (Where to send your resume)**

Richard Reeves

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