

FINANCIAL PROCESSING REPRESENTATIVE

Organization: Ministry of Government and Consumer Services

Division: Enterprise Financial Services Division - Financial Processing Operations

City: North Bay, Sudbury

Job Term: 5 Temporary assignments/contracts up to 18

Job Code: 09OAD - Office Administration 09

Salary: \$25.63 - \$29.88 Per Hour*

Job ID: 171471

Are you a detail-oriented individual with accounting or bookkeeping experience who thrives in a customer service environment? If so, then consider this exciting opportunity with Ontario Shared Services (OSS) where you will provide financial services to a diverse group of ministries across the Ontario Public Service.

The work location for these positions will be determined based on the successful candidates. The positions can be located at either of the following locations:

- 159 Cedar St, Sudbury
- 200 First Ave W, North Bay

What can I expect to do in this role?

You will:

- complete financial processing reviews and/or reconcile financial transaction related reports;
- process and prepare documentation for a variety of financial transactions;
- review transactions for accuracy and compliance with accounting practices;
- track and monitor transactions to resolve processing issues;
- provide on-going program business improvement support to management and clients.

How do I qualify?

Financial Knowledge and Experience:

- You have proven experience processing financial transactions, and are able to work in a fast pace\high volume environment.
- You have knowledge of accounting principles, practices and procedures.
- You have ability to provide comprehensive financial processing and support in compliance of corporate policies and procedures and can identify and recommend procedural improvements.
- You have knowledge of arithmetic methods to perform calculations.
- You have knowledge of and experience using spreadsheet software (e.g. Excel) to reformat and analyze data, use formulas, etc.

Analytical and Evaluative skills:

- You have analytical skills and attention to detail to identify and investigate discrepancies.
- You demonstrate judgment and evaluative skills to assess accounts, take appropriate action, and identify and recommend on procedural issues.

Communication and Interpersonal skills:

- You have strong communication and interpersonal skills to explain procedures and deal with ministry clients, external suppliers and staff.
- You are able to communicate with client managers and staff with tact and diplomacy.
- You have ability to work collaboratively in a team environment.
- You have proven customer service skills.

OPS Commitment to diversity, inclusion, accessibility, and anti- racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the application instructions below if you require a disability-related accommodation.

Additional Information

Address:

- 5 Temporary, duration up to 18 months, 159 Cedar St, Sudbury, North Region or 200 First Ave W, North Bay, North Region, Criminal Record Check

Compensation Group: Ontario Public Service Employees Union

Category: Administrative and Support Services

Note:

- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Talent Acquisition Branch (TAB), HR Service Delivery Division (HRSDD) to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

- Effective October 1, 2021, the OPS COVID-19 Safe Workplace Directive requires all Ontario Public Service employees to provide proof they are fully vaccinated, meaning they are fully vaccinated as defined by the Ministry of Health (refer to: [COVID-19 Fully Vaccinated Status in Ontario](#)), including 14

calendar days have passed since receiving their final dose of the COVID-19 vaccine.

Employees who do not provide proof of full vaccination will be deemed 'not vaccinated' under the Directive and will be required to attend a vaccine education program and undergo regular rapid antigen testing. Employees who are not vaccinated under the policy with a valid medical exemption will not be required to attend a vaccine education program but must undergo regular rapid antigen testing.

C-MG-171471/21(3)

How to apply:

1. You must [apply online](#).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Friday, December 10, 2021 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the [Ontario Human Rights Code](#) .**