



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/28

## Financial Clerk

|                    |   |                                 |
|--------------------|---|---------------------------------|
| <b>Job ID</b>      | <b>22-970-04-109-3332</b>   |                                 |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=22-970-04-109-3332">https://careers.indigenous.link/viewjob?jobname=22-970-04-109-3332</a> |                                 |
| <b>Company</b>     | CSIS  |                                 |
| <b>Location</b>    | Ottawa, Ontario   |                                 |
| <b>Date Posted</b> | From: 2022-07-08  | To: 2050-01-01                  |
| <b>Job</b>         | Type: Full-time   | Category: Public Administration |

### Description

Closing Date 2022-07-28  
Reference Number 22-970-04-109  
Job Category Entry Level  
Who Can Apply Canadian Citizens

Location Edmonton, Alberta  
Toronto, Ontario  
Salary Range \$49,130 - \$59,750  
Status Indeterminate (permanent)  
Language Requirement English Essential

### Job Summary

The incumbent of the position has the following responsibilities:

- Perform account verification responsibilities ensuring certification of Section 34 of the Financial Administration Act on all documents.
- Administer and maintain the contingency account/cash advance system including control and reconciliation of the contingency by distributing and receiving money.
- Liaise with managers/employees on expenditures by ensuring that they comply with policies and regulations.
- Reconciliation of financial reports.
- Process payment of invoices within specified time frames.
- Process payment of accounts by verifying that all contract terms and conditions have been met and determining the right financial coding to avoid financial loss and payment duplication.
- Liaise with suppliers to give and obtain information necessary to ensure the accuracy of accounts/financial transactions and to rectify any irregularities.

### Education

- College diploma (specializing accounting, finance, business administration, commerce or economics would be an asset) and two (2) years of experience; or

- High school diploma and four (4) years of experience.

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

## Experience

- Experience in interacting with employees at different levels or in providing a service to clients.
- Experience using accounting, spreadsheets and word processing software would be an asset.
- Experience in handling large amounts of money and daily cash balancing would be an asset.
- Experience in using a resource management system such as SAP, Oracle or FreeBalance would be an asset.

## Competencies

- Organizational skills/Multitasking
- Interpersonal skills
- Adaptability/Flexibility
- Rigour
- Client Service

## Conditions of Employment

Not Applicable

## Notes

While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home.

## Reference Links

## Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

## Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit [CSIS for Financial Clerk](#)