



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: 2024/04/23

Accounting Clerk

Job ID	CF-A7-4B-D2-AD-7B	
Web Address	https://careers.indigenous.link/viewjob?jobname=CF-A7-4B-D2-AD-7B	
Company	Canada Mortgage And Housing Corporation (CMHC)	
Location	Ottawa, Ontario	
Date Posted	From: 2020-03-26	To: 2020-04-25
Job	Type: Full-time	Category: Finance
Languages	1 Position: English Essential; 1 Position: Bilingual	

Description

Sector: Finance

Language Designation: Bilingual

Language Skill Levels (Read/Write/Speak): CBC, ZZZ

Salary Range: \$41374.65 to \$51718.31

Position Status: Temporary Full Time

Weâ€™re not your typical government agency

Canada Mortgage and Housing Corporation (CMHC) exists for a single reason: to make housing affordable for everyone in Canada. Weâ€™re mobilizing the expertise and energy of governments, non-profits, lenders, developers, social entrepreneurs and co-ops to create the future of housing. At CMHC, we believe that everyone in Canada should have a place to call home.

Experience a Results-Only Work Environmentâ„¢ (ROWEâ„¢)

At CMHC, we trust you to get the job done. Weâ€™ve shifted from managing people to managing work. Each employee is 100% autonomous and 100% accountable. You can choose where you need to be and when you need to be there to meet your objectives. Youâ€™re in control of your time and are trusted to make the right decisions.

This position reports to the Accounting team in our Office of the Chief Financial Officer sector. This sector uses financial foresight and legal insight to improve housing affordability.

We are currently accepting applications for two one-year contract positions, (1) designated English and (1) designated bilingual (CBC).

As a member of the finance team, you will provide guidance and direction to staff on financial processes related to accounts payable. You will also be assisting the team in maintaining effective financial controls, financial accounting and financial reporting with respect to disbursements and remittance processing.

This position is based in Ottawa.

What you will need

â€¢ A commitment to demonstrating CMHC values.

â€¢ Post-secondary education with an accounting or finance concentration and one year experience in accounting-related positions with increasing responsibilities OR an equivalent combination of related education and experience.

â€¢ University degree or certificate in accounting would be considered an asset.

â€¢ Demonstrated work experience in processing accounts payable transactions.

â€¢ Demonstrated experience in applying corporate financial policies, practices and procedures.

â€¢ Experience with Dynamics and the Microsoft suite.

â€¢ Bookkeeping experience would be considered an asset.

â€¢ Excellent organizational and time management skills, enabling the balance of workloads and the prioritization of requests to meet deadlines.

â€¢ Strong attention to detail and good client service.

â€¢ Ability to work independently and as part of a team to achieve common goals.

â€¢ Good knowledge of accepted accounting principles.

What you will be doing

- Ensuring accurate and efficient disbursement services for all payments, and ensuring the accuracy of coding, amounts and other transaction information.

- Processing all disbursement requests using Dynamics 365, in a timely and accurate manner.

- Examining and verifying supplier invoices, and monitoring outstanding transactions.

- Reviewing and verify transactions submitted for processing as per policies and guidelines.

- Providing guidance and responding to internal and external questions and various ad hoc requests.

- Analyzing and reviewing financial reports, clarifying and explaining financial implications and issues, and explaining observations and findings resulting from these reviews.

How to Apply

Does this sound like you

Click the "apply now" button and create an account (it should take about 30 seconds). We're excited to hear from you!

Posting closing date: Note, the competition may remain active until filled.

Job Requisition ID: 4596

Primary Location: Ottawa, Ontario

Security Requirement: Reliability Status

Travel Requirement: Travel not required

We sincerely thank all candidates for their interest, however, please note that only those applicants selected for further consideration will be contacted.

Diversity

CMHC is an employer that values diversity and encourages the learning and use of both Canada's official languages.

CMHC is committed to employment equity and actively encourages application from women, Indigenous people, persons with disabilities and visible minorities

*If selected for an interview or testing, please advise us if you require an accommodation.