

Manitoba Government Job Opportunities

District Clerk - Open Until Filled

CL3 Clerk 3

Regular/full-time

Department of Labour, Consumer Protection and Government Services
Operations - District 4, Asset Management

The Pas MB

Advertisement Number: 39901

Salary(s): CL3 \$43,557.00 - \$49,968.00 per year

Closing Date: December 31, 2022

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to women, Indigenous people and persons with disabilities. Applicants are requested to self-declare at the time of application.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

An eligibility list may be created for similar positions and will remain in effect until exhausted.

Introduction

The Manitoba government is seeking highly motivated District Clerks to work within the Asset Management Division of Central Services. The positions offer a comprehensive benefits package which includes remote allowance, extended health, health spending, dental, vision, long term disability, supportive employment program, maternity and parental leave, and a defined pension plan. Applicants interested in the position are encouraged to visit <http://www.townofthepas.ca/> to explore more about The Pas before applying.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must have a valid Class 5 Driver's License.
- Must be able to provide and maintain a satisfactory Criminal Record Check.

Qualifications:

Essential:

- Completion of a financial accounting program and/or experience overseeing clerical and administrative responsibilities. A suitable combination of education and experience may be considered.
- Experience with computerized accounts payable processing.
- Experience preparing and maintaining financial records.
- Experience preparing and processing payroll and payroll reports in a computerized accounting system.
- Experience working with Microsoft Office Applications (Word, Excel and Outlook).
- Ability to maintain accuracy and pay attention to detail.
- Strong analytical skills.
- Effective interpersonal skills and ability to work in a team environment.
- Excellent organizational skills with the ability to maintain a heavy work load and manage tight deadlines.
- Demonstrated ability to maintain confidentiality.
- Strong verbal communication skills.

Desired:

- Experience with SAP.

Duties:

Reporting to the District Finance & Administration Officer, the incumbent provides accounting functions, clerical & administration support to the District. The existing roles and responsibilities in SAP account system are Accounts Payable, Requisitioning, Timekeeping, Program Accounting, Financial Reporting and Receiving in an accurate, timely manner meeting all of the Department's Standards and Policies.

Apply Now:

Advertisement # 39901

Service Centre 3

Human Resource Services

600-155 Carlton Street

Winnipeg, MB, R3C 3H8

Phone: 204-945-8819

Fax: 204-948-3382

Email: govjobs@gov.mb.ca

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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manitoba.ca/govjobs



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Manitoba Civil Service Commission, 935 - 155 Carlton Street, Winnipeg, MB R3C 3H8 (204) 945-2332