



JUNIOR ATYPICAL SUPPORT SERVICES OFFICER C

(COMPETITION NUMBER – FSSO-2020)

Required Availability:

- Part-time hours, to be discussed at time of interview

Qualifications:

The candidate will require basic accounting and financial skills, including book-keeping, account reconciliations, posting journal entries, Microsoft Excel, and the ability to work in a fast-paced environment with attention to detail. The candidate must also possess a diploma in Accounting, Finance, Business Administration, or Office Administration, and/or equivalent work experience.

Please forward your resume **quoting the competition number** either by fax at (519) 972-2754, by online application at http://www.stclaircollege.ca/jobpostings/hr_resumes.html or by mail to Human Resources, St. Clair College of Applied Arts & Technology, 2000 Talbot Road West, Windsor, Ontario N9A 6S4. **Please use one method only.**

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.

We invite applications from qualified applicants. The competition will be conducted in accordance with the prevailing Collective Agreement. While we appreciate all applications, we will acknowledge only those applicants invited for an interview.

COMMITTED TO EQUITY IN EMPLOYMENT AND EDUCATION

Visit our Employment Opportunities Web Page at: <https://www.stclaircollege.ca/careers>

Information is collected under the Freedom of Information and Protection of Privacy Act.

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