

# JOB POSTING



St. Clair Catholic  
District School Board



## Hiring the Position of CEC Office Support Technician

Position:	<b>CEC Office Support Technician</b>
Union/Association:	<b>CUPE #4168</b>
Posting #:	<b>NT-2022-124</b>
Date Posted:	<b>June 30, 2022</b>
Closing Date:	<b>July 7, 2021, 4:00 p.m.</b>
Employment Status:	<b>Temporary, Full-Time (12 months per year)</b>
Work Hours Schedule:	<b>35 hours per week</b>
Location:	<b>Catholic Education Centre, Wallaceburg</b>
Hourly Pay Rate Range:	<b>\$23.26 – \$25.81</b>
Start Date:	<b>Immediate</b>
End Date:	<b>September 2, 2023</b>

### If Interested

Send resume quoting posting number **(NT-2022-124)** in cover letter. Send by email to [apply@st-clair.net](mailto:apply@st-clair.net)

### Responsibilities

Reporting to the Supervisor – Accounting and Budget, the CEC Technician Support position plays a key role working in collaboration with multiple departments to support cross-training and continuity of work during times of absence and/or workload variability. This position will learn aspects of payroll, accounts payable and school financial transactions that promote understanding of the various financial processes and systems. The CEC Technician Support position will:

- Provide support and backup for payroll technicians through processing pay for specific job classes and/or one-time/cyclical pay processes.
- Provide support and backup for accounting technicians through processing of various payables, P Card submissions, and follow-up on outstanding items.
- Support Special Education Equipment purchasing process and claims recording. Follow up on outstanding details for orders.
- Assist with board/school account transactions
- Complete deposits to board bank account.
- Assist with gathering information from school offices from time to time to allow for central purchases.
- Back up reception when need arises.
- Respond to school office questions about board budgets/charges.
- Other duties as assigned.

### Qualifications and Skills

- Completion of a two-year Community College program specific to Business Administration. Accounting Diploma or related specialty.
- One-year recent relevant experience required.
- Proficient in computer applications, Microsoft Office Suite.
- Proven mathematical and analytical skills.

- Excellent written and verbal communication skills.

## Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>). Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

## Thank You

Qualified internal St. Clair Catholic CUPE applicants who are interested in applying to the above position are invited to submit a resume stating their qualifications and related experience by the closing date.

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**Director of Education**  
Scott Johnson

**Chair of the Board**  
John Van Heck

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