

Clerk III - Administrative Clerk (Stellarton)



Competition # 551365

Under the supervision of the director, the clerk provides primary administrative support for the Museum of Industry operation. Duties include: preparing payroll, processing accounts payable/receivable, maintaining files and forms, preparing financial and other reports, serving as custodian of cash floats, liaising with government Human Resources and Finance representatives. The administrative clerk is expected to provide key support to the Museum's director, to offer general secretarial support to Museum staff and to assist at the reception desk as required.

Grade XI plus 4 years related experience. A business or administrative assistant course is an asset. Preference will be given to candidates with senior administrative experience, preferably in a government setting involving financial management. The successful candidate must have demonstrated skill in calculating numbers, be well-organized, responsible, flexible and competent. Proficiency in typing, spreadsheets, computer skills, and general office procedures is required. Good judgement, initiative, tact, diplomacy, and successful experience in multi-tasking are essential skills. A demonstrated knowledge of government accounting practices and SAP, cash-handling, and a sense of accountability will be considered assets.

Relevant background checks will be conducted subject to receipt of signed consent as authorized by the applicant.

Pay level: 34,985 - 39,143

Closing date: April 7, 2009

More information on the above position is available on the Internet at www.gov.ns.ca/psc or from the Employment Opportunities Bulletin at Access Nova Scotia Centres or Human Resource Centres of Canada.

To apply, applicants must submit a resume and cover letter or completed application form, quoting the competition number. Applications can be submitted in one of four ways:

- 1) *In person* - At Access Nova Scotia Centres
- 2) *Mail* - Human Resources CSU, c/o Department of Education, PO Box 578, Halifax, NS B3J 2S9
- 3) *Fax* - (902) 424-0657
- 4) *E-mail* - Education-CSU-Competitions@gov.ns.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.



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