



Newfoundland & Labrador  
**Public Libraries**

**External Employment Opportunity**

**Accounting Clerk I**

**Stephenville, Administration Division**

## Competition Details

<b>Referral Number</b>	PILRB-ACI-22-34
<b>Employment type</b>	Temporary, until Incumbent returns
<b>Closing Date:</b>	September 19, 2022
<b>Salary (scale)</b>	CG 25: \$40,768.00 - \$44,935.80 per annum
<b>No. of Hours</b>	35 hours per week

## Position Details

**Context** <https://nlpl.ca/about.html>

**Duties** Under the supervision of the Administrative Officer I, this position is responsible for: the timely execution of all transactions of the bi-weekly accounts payable cycle, processes and records all purchase orders for approval; tracks and records receivables, cash receipts, and revenues; maintains the security of personal and private information of internal and external clients; related duties.

## Merit Criteria

<b>Screening Criteria</b>	<ol style="list-style-type: none"><li>1. Completion of a high school diploma or equivalent</li><li>2. Diploma in Business Administration with a concentration in Accounting (equivalencies may be considered)</li><li>3. Experience in computer applications</li><li>4. Experience in accounting procedures (preferred)</li><li>5. Experience in administration or clerical work (asset)</li></ol>
<b>Assessment Criteria</b>	<ol style="list-style-type: none"><li>1. Knowledge of computerized accounting and bookkeeping systems</li><li>2. Knowledge of computers and computer applications</li><li>3. Ability to communicate effectively</li><li>4. Ability to organize time and task</li><li>5. Ability to problem solve</li><li>6. Ability to work independently</li><li>7. Teamwork</li><li>8. Professionalism</li></ol>

## Conditions of Employment

**Conditions of Offer**

1. Recent and satisfactory Criminal Records Check

### Conditions of Acceptance Applicant Information

For more information about this opportunity, please call Ms. Mary Tait at (709) 643-0904 or via email at [mtait@nlpl.ca](mailto:mtait@nlpl.ca)

- Acknowledgment of the requirement for manual dexterity sufficient to handle fragile items.
- Newfoundland and Labrador Public Libraries values diversity in the workplace and is an equal opportunity employer.
- Disability related accommodations and alternate formats are available upon request at any stage of the recruitment process by contacting the Selection Board Chair.
- Preference will be given to applicants who are a Canadian citizen or permanent resident of Canada or those who are legally entitled to work in Canada.

- Applications must be received on or before the closing date stated for this job posting.
  - It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
  - Applications that do not clearly demonstrate the required criteria will be screened out.
  - All applications must contain accurate contact information, including current mailing address, email address and phone number.
  - All information submitted as part of this application must be factual, complete and current to date of submission.
  - This competition may be used to fill future similar vacancies with Newfoundland and Labrador Public Libraries.
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## How to Apply

Applications, quoting Competition Number PILRB-ACI-22-34, should be submitted:

**By Mail** Ms. Donita Hann, Selection Board Chair  
Newfoundland and Labrador Public Libraries  
Administration Division  
48 St. George's Avenue  
Stephenville, NL  
A2N 1K9

**By Fax** (709) 643-0933

**By Email** [jobs@nlpl.ca](mailto:jobs@nlpl.ca)

For more information about this opportunity, please call: Ms. Mary Tait at (709) 643-0904 or via email at [mtait@nlpl.ca](mailto:mtait@nlpl.ca)

09/02/22