



Newfoundland & Labrador
Public Libraries

External Employment Opportunity

Administrative Officer IA / Accounts Payable Supervisor

Administration Division, Stephenville, NL

Competition Details

Referral Number	PILRB-AOIA-25-70
Employment Type	Permanent
Position Group	CUPE – Provincial Information and Library Resources Board
Closing Date	March 19, 2026
Salary (scale)	CG 28: \$48,994.40 - \$54,236.00 per annum
No of Hours	35 regular hours per week

Position Details

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

Duties Reporting to the Director of Financial Operations, the Administrative Officer IA is responsible for planning, maintaining, and organizing the accounts payable function for the Provincial Information and Library Resources Board (PILRB). Responsibilities include: performing accounting duties, including maintaining the General Ledger and the Capital Assets System (including the vehicle fleet); preparing various ad hoc reports using the financial management system or other sources; maintaining spreadsheets for budget monitoring; supervising the day-to-day activities of an Accounting Clerk I and a Storekeeper I; managing a records archive room, supply room and mail room. The Administrative Officer IA provides backup coverage and support for the Storekeeper I role when needed. Other related duties may be required.

Merit Criteria

- Screening Criteria**
1. Completion of a post-secondary diploma in Accounting or Business Administration (equivalencies will be considered)
 2. Experience with Accounts Payable practices and procedures
 3. Experience with computer applications, including financial management systems
 4. Supervisory experience (asset)

- Assessment Criteria**
1. Knowledge of accounts payable practices and procedures
 2. Knowledge of computer applications including financial management systems
 3. Ability to effectively exchange information
 4. Ability to manage time and tasks
 5. Ability to maintain confidentiality
 6. Ability to think critically
 7. Ability to supervise others
 8. Relationship building
 9. Professionalism

Conditions of Employment

Conditions of Offer

1. Recent and satisfactory Criminal Records Check from local police
2. Recent and satisfactory Driver's Abstract

Conditions of Acceptance

1. Position requires occasional lifting of boxes up to 25 lbs.
2. Must hold a valid Class 05 Newfoundland and Labrador Driver's License

Applicant Information For more information about this opportunity, please call: Mary Tait, Director of Financial Operations, at (709) 643-0904, or via email at mtait@nlpl.ca.

- 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.
- Newfoundland and Labrador Public Libraries requires all applicants to be legally eligible to work in Canada without sponsorship.
- Applications must be received on or before the closing date stated for this job posting.
- Applications that do not clearly demonstrate the required criteria will be screened out.
- This competition may be used to fill future similar vacancies with Newfoundland and Labrador Public Libraries.

How to Apply

Applications, quoting Competition Number PILRB-AOIA-25-70 should be submitted:

By Mail Chair, Selection Board
Newfoundland and Labrador Public Libraries
48 St. George's Avenue
Stephenville, NL
A2N 1K9

By Fax (709) 643-0933

By Email jobs@nlpl.ca

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03/04/26