

## EMPLOYMENT OPPORTUNITY

### Accounts Payable Clerk 1 Year Term Opportunity

#### About Us

Pursuant to the *Workers' Compensation Act*, we provide workplace injury insurance to workers and employers in Nova Scotia. Every day, our employees work to reduce the human and financial impact of workplace injury. We work to prevent workplace injuries, but when it occurs, we are there to provide security from its impact to workers and their families.

We work with workplaces across the province to help prevent workplace injuries, and to establish strong return to work programs. When injury occurs, we support injured workers to return to work in a safe and timely manner. We provide income replacement benefits, supporting rehabilitation and offering return-to-work assistance. We also provide extended benefits in cases where an injured worker is no longer able to work due to their workplace injury, and we support families in the wake of workplace tragedy.

We are a leader in Nova Scotia's growing workplace safety culture. Our social marketing campaigns spark important conversations and behaviour changes related to workplace safety. We work with our partners to reduce the human impact of workplace injury, through the promotion of workplace safety and return-to-work. Guided by our Strategic Plan, our recent business transformation and ongoing journey toward financial sustainability and full funding have created the potential for service improvement, innovation and opportunity.

#### About the Role

The WCB is seeking a service-oriented, adaptable individual with strong analytical skills to join our Financial Services Team.

Activities as an Accounts Payable Clerk include a complete range of clerical work within the financial services system, and may include such activities as processing accounts payable, and producing payments.

The Accounts Payable Clerk is fully trained in the Corporate Clearing function and ensures policies and procedures are correctly followed. This includes producing a refund journal; keeping a suppliers' list up to date; balancing and control procedures for the new systems; preparation and control of all daily administrative invoices received by the WCB including cash, refunds and electronic payments; processing employee expense payments; back up to the other Accounts Payable Clerk; perform supplier statement and vendor account analysis on an as requested basis; keeping "signing authority" approvals up to date, ensuring that all orders are accompanied by purchase orders; maintaining a weekly log on mileage for counsellors, or keeping track of unpaid leave for Board members, and backing up the Treasury Officer, as required.



**About You:**

- A certificate/diploma from a business program.
- One year of experience in an accounts payable operation or in a business accounting environment.
- Strong working knowledge and experience of AccPac for Windows, Excel and an Accounts Payable environment are essential.
- Experience working in a team or team-like environment would be an asset.

Employees at this level are responsible for instructing staff members to follow safe work practices; enforcing health and safety regulations; correcting unsafe acts and unsafe conditions; ensuring that only authorized, adequately trained persons operate equipment; reporting and investigating all accidents/incidents; inspecting own area and taking remedial action to minimize or eliminate hazards; ensuring equipment is properly maintained; and promoting safety awareness in staff members.

**We offer a competitive compensation package including a salary range of \$46,483 to \$58,120.**

Please email your resume and cover letter as **one** document with your name and the job title in the document title (Microsoft Word format) to [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca).

**In the subject line of your email, please quote competition number: JV 14-22 EXT**

**Any offer of employment will be conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.**

WCB Nova Scotia champions safety and promotes a diverse and respectful workplace.

WCB Nova Scotia is an equal opportunity employer committed to supporting and developing our employees. Visit our website at [www.wcb.ns.ca](http://www.wcb.ns.ca).