

ADMINISTRATIVE CLERK

Centre Partenaires pour l'emploi — Partners for Employment Centre

Organization	Partners for Employment Centre
Location	Hearst, Ontario
Status	Full-time Permanent
Reports to	Executive Director
Schedule	Work is generally performed Monday to Friday from 8:30 a.m. to 4:30 p.m.

POSITION SUMMARY

The Administrative Clerk manages the organization's day-to-day financial operations, supports the Executive Director in operational functions, and assists with governance across affiliated entities. This role is the accounting and administrative backbone of the organization: precise, discreet, and dependable.

The person in this role owns the bookkeeping, payroll management, financial compliance, and board meeting support, while also contributing to HR and general administrative functions. They work closely with the Executive Director and external accounting partners.

CORE RESPONSIBILITIES

Bookkeeping and Financial Management

- Prepare employee payroll, track timesheets, and process payments related to the REEcollectif and group insurance benefits.
- Analyze and forecast fund allocation for Employment Ontario programs.
- Manage obligations related to the Receiver General, HST/GST, and WSIB (Workplace Safety and Insurance Board).
- Process all financial claims according to the terms of active funding programs.
- Manage accounts receivable and payable and process bank deposits and transfers.
- Prepare monthly financial reports and file them in the appropriate records.
- Provide financial data for the preparation of annual and semi-annual budgets.

Governance Support and Administration

- Prepare agendas, financial statements, and meeting packages for monthly Board of Directors meetings.
- Draft minutes and submit them to the Executive Director before each board meeting; transcribe and finalize them afterward.
- Order office supplies and maintain an up-to-date inventory.
- Support the Executive Director with day-to-day administrative tasks and internal document preparation.
- Ensure thorough management and archiving of administrative and financial records.

HR Support and Compliance

- Keep personnel files current: contracts, performance records, controls, and compliance documents.
- Support administrative recruitment processes: job postings, application intake, and interview scheduling.
- Ensure compliance with applicable labour standards and document any required adjustments.
- Serve as the go-to resource for employees with administrative questions.

ESSENTIAL QUALIFICATIONS

Education

- Postsecondary diploma in accounting, administration, or a related field (college or equivalent).
- Complementary payroll certification (e.g., Canadian Payroll Association) is an asset.

Experience

- Minimum two years of experience in bookkeeping, accounting, or financial administration.
- Experience in a non-profit or program-funded environment (Employment Ontario, government grants) is a determining advantage.
- Experience supporting governance functions (Board of Directors, minutes, financial statements) is an asset.

Technical Skills

- Proficiency in accounting software (Sage, QuickBooks, or equivalent) and Microsoft Office, especially Excel.
- Attention to detail, rigour, and the ability to manage multiple deadlines simultaneously.
- Strong sense of confidentiality and professional ethics.
- Functional bilingualism in French and English required.
- Ability to work independently while maintaining proactive communication with leadership.

Valued Assets

- Knowledge of Employment Ontario program reporting requirements.
- Experience with Canadian payroll systems and WSIB obligations.
- Comfort working in a multi-entity environment with distinct funding structures.

EMPLOYMENT CONDITIONS

- Compensation according to Class 3 (\$46,336 to \$56,342) of the current salary scale;
- Access to the organization's employee benefits program;
- Start date: immediately;
- Flexible schedule to support work-life balance.

HOW TO APPLY

Only candidates selected for an interview will be contacted. We thank all applicants for their interest and for submitting their résumé.

Interested candidates must submit their résumé and cover letter by email to Melina Roy-Vaillancourt, Executive Director, at melina.roy-vaillancourt@pecpe.ca no later than May 15, 2026, at 4:30 p.m.