

**INTERNAL/EXTERNAL ADVERTISEMENT**  
**COCHRANE TEMISKAMING RESOURCE CENTRE**  
**ANNOUNCES A VACANCY FOR A:**

**#25-67: One (1) Accounting Clerk – Full Time**

The Cochrane Temiskaming Resource Centre (CTRC) is seeking a Full-Time Accounting Clerk to join its team in Timmins. CTRC is a regional Developmental Services provider offering programs across the Districts of Temiskaming and Cochrane including coastal communities along James and Hudson Bay.

The successful candidate will perform as assigned, for Financial Services, clerical and bookkeeping duties such as; recording and posting entries to the general and subsidiary ledgers; ensuring accounts payable transactions are properly recorded and disbursements are properly authorized and made on time; processing invoices for payment; preparing billings to secure accounts receivable payments by CTRC; preparing and maintaining employee profiles for computerized payroll processing; inputting timesheet entries and posting transactions for payroll processing and payment; recording and remitting the payment of premiums for employee benefits and payroll taxes; preparing and distributing monthly operating statements using computerized financial reporter specifications; performing clerical duties for decentralized purchasing; providing relief for CTRC's switchboard.

**QUALIFICATIONS:**

Successful completion of a two, preferably a three-year course of study in business with a major in Accounting from a College of Applied Arts and Technology. Knowledge of computers with ability to operate a variety of software programs, particularly accounting and payroll programs (SAGE, WORD, EXCEL) is necessary.

Two years proven ability in a similar position with bookkeeping/accounting and payroll experience is necessary. Ability to interpret and apply CTRC policies and procedures, government regulations, Canada Revenue Agency (CRA) and other payroll and tax regulations as they relate to Financial and Payroll services; ability to work under time and deadline pressures; ability to maintain reliable accounting and financial records; ability to communicate clearly and professionally in a businesslike manner; ability to maintain exceptional organizational skills; ability to get along with a diversified group of employees; ability to work independently.

***Permanent Full-Time employees are offered a defined pension plan with the Healthcare of Ontario Pension Plan (HOOPP) and are enrolled from hire date. Extended Health Benefits (100% of drug costs) Life insurance, Dental (\$1,000/yr.), Vision (\$225/24 months), Para-Medical Coverage (\$500 per year) and Travel Insurance are provided. Flexible work schedules are offered, and vacation is as per the Collective Agreement provisions.***

**Hours of Work:** 75 hours/2 weeks

**Wages:** \$27.06 to \$29.67/hour

**Proposed Starting Date:** As soon as possible

**INTERESTED, QUALIFIED PERSONS ARE INVITED TO SUBMIT AN APPLICATION TO:  
COCHRANE TEMISKAMING RESOURCE CENTRE**

**Email:** [Careers@ctrc.on.ca](mailto:Careers@ctrc.on.ca)

**View our Website at [www.ctrc.on.ca](http://www.ctrc.on.ca)**

**Posting date:** August 22, 2025 @ 4:15pm

**Closing date:** September 5, 2025 @ 4:15 pm

***CTRC respects and values a diverse, inclusive, and equitable workplace. We are committed to a non-discriminatory approach that provides equal employment opportunities for everyone.***

***We thank all applicants and wish to advise that only those selected for an interview will be contacted  
Please advise us should you require accommodations during the interview.***

