



Accounts Payable and Human Resources Clerk

The Nova Scotia NDP Caucus seeks a motivated and detail-oriented person based in Halifax to fulfill the position of Accounts Payable and Human Resources Clerk on a part-time basis.

Responsibilities: The responsibilities and duties of the Accounts Payable and Human Resources Clerk include the following:

- Preparing invoices related to Caucus operations for approval and payment.
- Monitoring the budgets of the Caucus Office and Leader's Office.
- Coordinating the recruitment and onboarding of new staff.
- Assisting caucus and constituency staff in the navigation of government payroll, benefits and human resources systems as required.
- Developing and maintaining a filing system to manage human resources information.
- Developing and maintaining a filing system for accounts payable and other financial transactions.
- Maintaining the inventory of Caucus Office equipment, replacement and/or upgrading needs.
- Coordinating office equipment replacement approval and procurement.
- Working, both as part of a team and independently, in a fast-paced, deadline-oriented environment.
- Other duties as required.

Desired Qualifications: The Accounts Payable and Human Resources Clerk will possess the following qualifications:

- Knowledge of and commitment to NDP policy and social democratic values.
- Knowledge of organizational and administrative processes and environments.
- At least 2 years of experience with basic book-keeping and financial management.
- Extensive knowledge and experience with various computer applications including Microsoft Office.
- Commitment to creating an efficient, effective, safe and supportive work environment.
- Excellent self-management, interpersonal, and communications skills.
- Bilingualism in French and English is an asset.

Compensation: \$26-\$33 per hour, 10-15 hours per week. Flexible Schedule available. This is a 6-month appointment with possibility of renewal.

Closing date: No later than 5 PM, Tuesday, July 4, 2017

Send resume and cover letter by e-mail to Kaley.Kennedy@novascotia.ca with the subject line "Accounts Payable and Human Resources Clerk"