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Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC), is an intergovernmental agency providing leadership in research, policy, and program development for pan-Canadian and international education.

Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a full-time bilingual **accounts payable clerk**. The ideal candidate must be bilingual, be able to demonstrate competence in all aspects of accounts payable, and enjoy working in a busy, deadline-driven environment that values initiative, keen attention to detail, and professionalism in dealing with internal and external clients.

The salary for this position ranges from \$43,542 to \$49,235. The starting salary will be dependent on experience and qualifications. CMEC offers excellent benefits and the opportunity to work in a dynamic, collegial environment that promotes professional development and career advancement.

Key Qualifications

- Proficiency in English and French, both written and spoken
- Minimum two years' experience in accounts payable
- Basic knowledge of general accounting
- Expertise in the use of accounting software, as well as Microsoft Excel and Word
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines
- Strong team player, with the ability to work independently and manage own deadlines

Please send an electronic copy of your résumé by **October 31, 4:00 p.m. EDT**, to:

Council of Ministers of Education, Canada (CMEC)

E-mail: l.boissonneault@cmeec.ca

Web: www.cmeec.ca

CMEC is an equal-opportunity employer.