

Internal ☒ / External ☒  
23-60

<b>Position:</b>	<b>DATA MANAGEMENT ASSISTANT</b>		<b>Number of Positions:</b>	<b>1</b>
<b>Classification:</b>	TEMPORARY	NON-UNION	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK
<b>Department:</b>	PROGRAM FOUNDATIONS & FINANCE		<b>Program:</b>	ADMINISTRATIVE SUPPORT
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	OCTOBER 30, 2023
<b>Salary Range:</b>	\$29.70 - \$33.28 HOURLY		<b>Position Duration</b>	ANTICIPATED TO LAST UP TO 28 JUNE 2024, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			<b>Posting Date:</b>	OCTOBER 12, 2023
<b>Criminal Record Check:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Purpose of Position:</b>  <p>The Data Management Assistant (DMA) position on the Finance &amp; Administration (FA) team is a foundational part of the team and the agency. The FA DMA manages accounts payable records, enters them into Dynamics 365, and prepares batches for review and approval. The FA DMA may be required to cover for other clerical positions. The FA DMA maintains the AV inventory and issues items to programs as needed.</p> <p>See the Data Management Assistant position description for further details of the Data Management Assistant role.</p>				
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Provide data entry services <ul style="list-style-type: none"> <li>• Provides Account Payables Support to the Finance Team by monitoring invoice channels, maintaining electronic folders, entering records into Dynamics 365, and routing for approval as required.</li> </ul> </li> <li>• May provide coverage for other clerical positions, such as Reception at the 15 Sperling Office in Barrie.</li> <li>• Maintains AV Inventory system ensuring accuracy and organization;</li> <li>• Issues AV items to agency program and monitors outstanding items;</li> <li>• Troubleshoot and/or arrange for repairs as required, to databases, programs or associated equipment;</li> <li>• Receive, provide and distribute information to staff and management;</li> <li>• Contribute to team and agency effectiveness.</li> </ul>				

**Specific knowledge, skills, abilities:**

- Basic skills in Microsoft Word and Outlook;
- Intermediate computer skills in Microsoft Excel;
- Advanced keyboarding skills including speed and accuracy in data entry;
- Demonstrated record/data management skills including filing management skills (electronic and paper);
- Strong attention to detail, including ability to input & maintain accurate and complete data;
- Demonstrated ability to organize and prioritize work and meet deadlines;
- Basic oral and interpersonal communication skills;
- Basic written communication skills including the ability to communicate ideas effectively via email;
- Basic proofreading skills;
- Demonstrated ability to work independently within established parameters and to function effectively as a member of a team.

**Education:**

Secondary School Diploma

**Related Experience:**

Preference will be given to anyone with 1-2 years' relevant experience.

**Preference will be given to candidates with the following qualifications which are considered assets in this competition:**

- Previous experience in an accounts payable/finance environment.
- Previous experience entering and obtaining data in Dynamics 365 or similar financial system.

**Deadline: 4:00 pm, WEDNESDAY, OCTOBER 18, 2023**

**This is an internal non-union posting.** External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

For further details: refer to the **Data Management Assistant** position description.

**For both internal SMDHU applicants and external applicants** interested in applying for this position, please forward your completed application to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting **#23-60** in the subject line. Your formal application consists of submitting both an up-to-date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

**If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.**

Up to date COVID-19 vaccination, as per the SMDHU COVID -19 Vaccination Policy, is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant additional doses based on established eligibility criteria. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

*The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.*