

Data Entry Clerk

Position Status:	Temporary Assignment to August 30, 2024
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills & Eglinton)
Salary Band:	\$42,044 - \$54,916 per year
Hours of Work:	36.25 per week
Posting Date:	April 12, 2024
Closing Date:	April 17, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

If you are a passionate and results-oriented finance professional who wants to work for an organization that offers excellent career growth opportunities and a competitive compensation program and you have proven skills of leading and coordinating business and financial planning initiatives, then consider this exciting and challenging opportunity to work with the Compliance Division, where you will provide leadership and oversight to the operational and strategic initiatives of Elections Ontario.

What to expect in this role

Reporting to the Manager, Compliance Review, you will:

- Perform data entry of hard copy financial statements and official tax receipts.
- Assist with preparing and reviewing database files.
- Enter and prepare data in a web-based application for posting to the Elections Ontario website.
- Assist in performing quality control checks.
- Assist in compiling information for projects and presentations.
- Perform other office related activities such as filing, photocopying, and other tasks, as required.



What you need to qualify

- Proficiency with MS Excel and Word, along with strong keyboarding skills.
- Basic understanding of financial statements.
- Ability to learn quickly and manage workload within defined timelines.
- Works well in a team environment.
- Willingness to seek guidance, take direction and follow prescribed procedures and practices.
- Good organizational skills and demonstrated ability to maintain a high level of concentration when processing a large volume of documents.
- Must be legally entitled to work in Canada.

The successful candidates will be required to work in-office.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week).

However, this position requires in-office presence 3 to 5 days per week, based on operational requirements.

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one attachment, quoting File #: **EO-2024-58** to [Data Entry Clerk Application](#) no later than **April 17, 2024**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

Please note: Applications without a cover letter will not be accepted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.