

## Data Entry Clerk (2)

<b>Position Status:</b>	Temporary Assignment to August 28, 2026
<b>Posting Status:</b>	Open
<b>Location:</b>	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
<b>Salary Band:</b>	\$46,040 - \$53,088
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	April 1, 2026
<b>Closing Date:</b>	April 6, 2026

### 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.

At the heart of our work is a commitment to democracy – making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

### Join our team

Are you a detail- and results-oriented professional with proven skills in managing database information, verifying data accuracy, and organizing files, and want to work for an organization that offers excellent career growth opportunities? Then consider this exciting and challenging opportunity to join the Compliance Division, where you will provide support to the administrative initiatives of Elections Ontario.

### What you can expect in this role

Reporting to the Compliance Administrative Officer, you will:

- Perform data entry of hard copy financial statements and official tax credit 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.
- Perform other office-related activities such as filing, photocopying, and other tasks, as required.



## What you need to qualify

- Proficiency with MS Office software, more importantly intermediate/advanced Excel skills, along with possessing a quick typing speed.
- Strong attention to detail.
- Basic understanding of financial statements is an asset.
- Ability to learn quickly and manage workload within defined timelines.
- Works well in a team environment.
- Willingness to seek guidance, take directions, 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.

**This role requires in-office presence five (5) days per week. There is no hybrid option.**

**The successful candidate will be required to complete background and social media checks as part of the recruitment process.**

## How to apply

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 PDF attachment, using format: **#EO-2026-44, First Name Last Name** in the subject line, to [jobs@elections.on.ca](mailto:jobs@elections.on.ca), no later than **April 6, 2026**.

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

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

## 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 accommodation for 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](mailto:hr@elections.on.ca).

At Elections Ontario, all resumes are screened by the Talent Acquisition team and Hiring Managers, without the use of AI. Criminal record checks also do not use AI. However, AI technology is used when conducting social media checks.

Elections Ontario posts salaries in accordance with ESA pay/transparency legislation. Individual salaries within the anticipated salary range are determined through various factors, including but not limited to internal equity, education, relevant experience, knowledge and applicable skill sets.