



**cmeec**

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-sensitive 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**

- A command of English and French, both written and spoken
- Minimum two years' experience in accounts payable
- Basic knowledge of general ledger
- Expertise with accounting software packages, as well as Microsoft Excel and Word
- Exceptionally detail-oriented, with strong organizational skills, and the ability to meet critical deadlines
- Highly collaborative teamwork skills, with the ability to work independently and manage own deadlines

Please send an electronic copy of your résumé by May 4, 2012, 4 p.m. EDT, to:

Council of Ministers of Education, Canada (CMEC)

E-mail: [mj.heefachung@cmeec.ca](mailto:mj.heefachung@cmeec.ca)

Web: [www.cmeec.ca](http://www.cmeec.ca)

CMEC is an equal-opportunity employer.