



HURON-PERTH CATHOLIC

District School Board

Finance and Facilities Administrative Support

Funding for this position has been provided by the Ontario Public Service through the Summer Employment Opportunity Program.

The Huron-Perth Catholic District School Board invites applications for the position of Finance and Facilities Administrative Support. This position works at the Catholic Education Centre (Dublin, Ontario), Monday to Thursday, 7.5 hours per day, from July 2, 2026 to August 28, 2026. The start date may be earlier depending on the availability of the successful applicant. The rate of pay is \$17.60 per hour plus 4% vacation pay.

The successful candidate will support the Finance and Facilities departments within the Catholic Education Centre. Duties will include, but are not limited to:

- *Facilities operations and preventative maintenance support;*
- *Assist with compiling supporting documentation for year-end financial audit;*
- *Document retention and asset management support;*
- *Investigate and resolve vendor invoice discrepancies;*
- *Other duties as assigned (filing, data entry, other projects)*

Please note that applicants must be between the ages of 15-24 (up to 29 years of age for persons with disabilities).

Applicants must provide a cover letter, resume and two references no later than 4:00 PM on Friday, May 22, 2026 to: Human Resources, careers@hpcdsb.ca

Please note that only those applicants selected for an interview will be contacted.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if you require accommodations at any time throughout the application process, please contact the Human Resources Department 519-345-2440 or via email at hr@huronperthcatholic.ca prior to the posting closing date so that appropriate arrangements can be made.