



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

PAYROLL ASSISTANT

The Durham Catholic District School Board is located just east of Toronto and is renowned for providing comprehensive Catholic education to over 21,150 students in 40 elementary schools, 7 secondary schools, and 4 continuing and alternative education centers throughout Durham Region.

The Durham Catholic District School Board invites applications from qualified candidates interested in the following position:

POSITION: PAYROLL ASSISTANT (Full-time, permanent)

START DATE: To be determined

SALARY: BAND 7 (\$26.02/hr to \$28.75/hr)

For more information and to review the job description, please visit us at www.dcdsb.ca (Careers) Current Opportunities - Secretarial/Clerical positions.

Interested candidates are invited to email a resume and cover letter to hr@dcdsb.ca on or before 4:00 p.m. on Friday, May 7, 2021.

The Durham Catholic District School Board believes that fostering an inclusive, anti-racist and equitable culture is a moral imperative. Helping the diverse students we serve in reaching their full potential, and, ensuring that every member of this community is valued, are foundational pillars at our Board. We invite and encourage applications from all qualified individuals that are traditionally underrepresented and under recruited in our workforce.

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require accommodation at any time throughout the application process, please contact Sonja Ruby, Human Resources Assistant at sonja.ruby@dcdsb.ca prior to the posting closing date so that appropriate arrangements can be made.

Morgan Ste. Marie
Chair of the Board

Tracy Barill
Director of Education

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

www.dcdsb.ca