



LIBRARY OF PARLIAMENT  
BIBLIOTHÈQUE DU PARLEMENT

The **Library of Parliament** is a non-partisan organization that supports Canadian parliamentary democracy and provides a stimulating and rewarding work environment. We recognize that our employees are our most important asset, which is why we offer excellent benefits, a minimum of four weeks' vacation leave, flexible work schedule options, a 35-hour work week, learning opportunities to support professional and career development, competitive salaries and more!

The Library of Parliament believes that the excellence for which it is known is enhanced by nurturing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. The Library is committed to creating and maintaining a diverse workforce reflecting the communities in which we live and work, the clients with whom we work, and Canadian society as a whole.

**Corporate Services** provides support and services to the Library of Parliament in the areas of human resources, finance, materiel management, corporate planning and information technology.

We are currently looking for candidates to staff the following position: **Accounts Verification Officer**.

The **Accounts Verification Officer** provides expenditure and revenue management services for the Library as well as advice and interpretations to clients (managers, administrative staff and other employees) on accounting issues, coding, policies, systems, practices and procedures.

**ACCOUNTS VERIFICATION OFFICER  
FINANCIAL SERVICES  
CORPORATE SERVICES**

Indeterminate Position

MPA-2 (\$66,787–\$79,005)\*

(Bilingual staffing – imperative: BBB/BBB)

**Note:** While this position is eligible for part-time telework, regular on-site presence is required at Library of Parliament workplaces located in the National Capital Region.

\*Pay scale is based on 2021 rates.

For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.

**The following knowledge criteria will also be evaluated:**

- Knowledge of generally accepted accounting principles, Public Sector Accounting Board accounting standards and the Treasury Board Directive on Accounting Standards
- Knowledge of internal financial control concepts
- Knowledge of the *Financial Administration Act* and central agency financial management policies, directives and guidelines
- Knowledge of account verification and approval processes

**To be considered, candidates must have:**

- A post-secondary diploma in a field related to the duties of the position, or an acceptable combination of relevant education, training and experience
- Experience supporting and advising clients and managers on accounting issues, policies, practices and processes
- Experience carrying out accounting operations such as processing, monitoring and reconciling transactions
- Experience interpreting, applying and communicating accounting policies, directives and practices

**Asset(s):**

- Experience using an integrated financial system, such as Unit4 Business World or SAP

**Candidates retained in this selection process will be required to obtain successfully:**

- A second-language evaluation (Bilingual staffing – imperative: [BBB/BBB](#))
- A pre-employment screening

**Additional Information:**

- The Library of Parliament welcomes all candidates to apply and encourages applications from Indigenous persons, racialized persons, 2SLGBTQI+ persons, and persons with disabilities for this position.
- This selection process is open to the public.
- This selection process may include a second-language evaluation, a written qualifying exam, an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.

- We are committed to providing an inclusive and barrier-free work environment, starting with the staffing process. If you require accommodations during any phase of the evaluation process, please contact us at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- The vaccination requirement for employees of the Library of Parliament established by the Policy on COVID-19 Vaccination was suspended. The Library of Parliament will continue to follow the situation closely, and should the epidemiological conditions change, we will assess whether there is a need to reinstate the vaccination policy and the associated essential condition of employment applicable to indeterminate, determinate, student and intern hiring.
- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- Only those legally permitted to work in Canada can participate in this selection process.

**Apply no later than 11 February 2024 – 11:59 p.m. (Eastern Time).**

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the education and experience requirements of the position.

Please quote your **full name and Insert Staffing Process Number** in your documents and in the subject line of your email.

Send your application by email at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

Questions? Contact Human Resources at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

**We thank you for your interest. Please note that only those selected for further consideration will be contacted.**

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