

deirdre_cfa@icloud.com

From: helpdesk@njoyn.com on behalf of uOttawa Applicant Tracking System
<webhelp.njoyn.cgi.com>
Sent: Thursday, February 8, 2018 6:11 AM
To: deirdre_cfa@icloud.com
Subject: Acknowledgement for your application to job posting Senior Financial Analyst, J0218-0002 / Confirmation de votre demande d'emploi au poste de Analyste financier principal ou analyste financière principale, J0218-0002.

******ENGLISH FOLLOWS******

Cher(ère) Deirdre Moore

Nous accusons réception de la demande d'emploi que vous avez soumise pour le poste Analyste financier principal ou analyste financière principale, J0218-0002. Nous rassemblons et examinons actuellement toutes les demandes afférentes à ce concours.

Nous communiquerons uniquement avec les candidats retenus pour la prochaine étape de sélection. Si on vous invite à poursuivre les étapes du processus de sélection, veuillez nous aviser de tout besoin nécessitant des mesures d'adaptations particulières. Les renseignements communiqués seront traités avec respect et confidentialité.

Les candidats doivent s'assurer de joindre une copie de leurs diplômes et/ou lettre d'attestation d'études dans leur profil pour que la candidature puisse être considérée.

En vous remerciant de l'intérêt que vous manifestez envers ce poste, nous vous prions d'agréer, Madame, Monsieur, l'expression de nos sentiments les meilleurs.

L'Université d'Ottawa

Note : Veuillez ne pas répondre à ce message. Les réponses sont non distribuables

Dear Deirdre Moore

This will acknowledge receipt of your application for the Senior Financial Analyst, J0218-0002. We are in the process of collecting and reviewing all applications for this competition.

We will only contact candidates selected for further consideration. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require. Any information you send us will be handled respectfully and in complete confidence.

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Job ID: J0218-0002

Senior Financial Analyst

Faculty of Law (Common Law) - Administration

Job Type: Contract
Open Positions: 1
Posting Date: February 01, 2018
Closing Date: February 11, 2018
Union affiliation: SSUO
Job Reports To: Chief Administrative Officer

Job description

Salary (Grade: 11)

Hiring salary range
\$75,618 - \$95,518

Position Purpose

Responsible for financial planning and analysis for a variety of projects and files related to Faculty of Law, Common Law Section programs. Prepares, checks, corrects and submits various financial reports required by internal services and external agencies. Performs various analyses included in the Faculty's financial projections, annual budget and the annual financial statements. Extracts financial data from budgetary, general ledger and financial control modules to prepare various administrative and financial reports. Advises and assists the Chief Administrative Officer, Financial Services and program managers in planning and controlling various programs and services.

Essential Qualifications

Knowledge of accounting, business or administration normally acquired through postsecondary education or equivalent experience
An MBA or professional accreditation as a CA, CMA or CGA would be an asset
Knowledge of the tax credits that apply to scientific research
Experience in financial management and computerized management systems
Experience in managing budgets (planning, control, analysis)
Experience in interpreting and applying regulations and procedures
Experience in managing human, material and financial resources
Customer service experience in order to perform as a resource person
Supervisory abilities (training, performance evaluation, conflict resolution)
Ability to write and present reports
Experience in using computer systems and software such as Windows, computerized financial systems, word processors, spreadsheets, databases, email and Internet
Ability to work under pressure and organize work to meet firm deadlines
Excellent interpersonal and leadership skills
Bilingualism - French and English (oral and written)

Key competencies required at the University of Ottawa:

Planning: Organize in time a series of actions or events in order to realise an objective or a project. Plan and organize own work and priorities in regular daily activities.
Initiative: Demonstrate creativity and initiative to suggest improvements and encourage positive results. Is proactive and self-starting. Show availability and willingness to go above and beyond whenever it is possible.
Client Service Orientation: Help or serve others to meet their needs. This implies anticipating and identifying the needs of internal and external clients and finding solutions on how to meet them.
Teamwork and Cooperation: Cooperate and work well with other members of the team to reach common goal(s). Accept and give constructive feedback. Able to adjust own behaviour to reach the goals of the team.

Note

All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require.

Contract of approximately 3 months, with possibility of renewal. Eligibility to benefits and union affiliation will be determined upon hiring. All applications will be considered equally. Schedule with an average of 35hrs/week. Workshops offered by Leadership, Learning and Organizational Development that you have taken may be considered an asset if you apply for a position at the University. Don't forget to list them on your CV. We thank all candidates for applying. We will only contact candidates selected for further consideration. Any information you send us will be handled respectfully and in complete confidence. Remember to upload a copy of your diploma(s) or a certificate of merit as well as a current version of your CV into the My documents section of your career profile (please include the job ID number, i.e. J0000-0000, in the title of your document).

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Adecco

deirdre_cfa@icloud.com

From: Indeed Apply <indeedapply@indeed.com>
Sent: Saturday, February 24, 2018 12:18 PM
To: deirdre_cfa@icloud.com
Subject: Indeed Application: Data Analyst

Indeed

My submitted application for:

 Data Analyst
Ottawa, Ontario K1A 0B1

ADECCO

Submitted at

For your records:

Your Message:

Resume:
Deirdre Moore CV201802.doc

Name:
Deirdre Moore

Email:
deirdre_cfa@icloud.com

Phone Number:
6132613520

Your application has been submitted. Good luck!
If you notice an error in your application, please [contact Indeed](#).

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Back

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Data Analyst

Category

Information

Technology -

Business Analyst



Job type

Temporary/Contract



Location

Ottawa, Ontario

Adecco is currently recruiting for a Data Analyst for a 6-9 month contract opportunity with our Crown Corporation Client in Ottawa, ON.

The Data Analyst will perform the following tasks:

- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Develop and implement databases, data collection systems, data

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analytics and other strategies that optimize statistical efficiency and quality

- Acquire data from primary or secondary data sources and maintain databases/data systems

- Identify, analyze, and interpret trends or patterns in complex data sets

- Filter and clean data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems

- Work with management to prioritize business and information needs

- Locate and define new process improvement opportunities

The Data

Analyst must meet the following mandatory criteria:

- Very good skills with

Excel in order to manipulate data

- Very good skills with Excel in order to create user friendly and customized reports

- Sense of urgency

- Discretion will be a must

Ability to interact with various individuals and receive direction/training from multiple people

ability to work with numbers

- Attention to details is a key

requirement

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- Ability to design/improve process to capture, track and report

on data in a prescribed format

- The individual will need to have a minimum

of 3 years of experience linked to the above requirements

- Bilingualism is

considered an asset

If you are interested in the Data Analyst position, please submit your resume by clicking on the Adecco Button.

B7616

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Records Management Clerk
excelHR - Records Man
www2.excelhr.com

RECORDS MANAGEMENT CLERK HEALTH CANADA

Thank you for your interest. You applied to this opportunity on 2018-Feb-15.

Location	Ottawa Centre - Tunney's Pasture
Duration	Contra
Language	See De
Security Clearance	Valid S
Start Date	Less th
Date Posted	2018-Feb-9
Opportunity Number	40116089

Great entry level position with Health Canada! This role requires no previous government experience and is located at Tunney's Pasture for 7 weeks. The pay rate is \$14.00/hour

The work is done in an open area where there is office noise (e.g. conversations, telephones and printers). The work involves spending long periods in front of a computer screen, which entails exposure to monitor glare on a daily and repetitive basis. The work involves frequent distractions (e.g. noise and employee traffic) and interruptions (e.g. telephone calls and enquiries), multiple demands, time pressures, lack of control over the pace of work, conflicting work priorities, dealings with clients who can be challenging and the constant need to meet high production standards. The work is characterized by a lack of

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Data Entry Clerk

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Records Management Clerk Health Canada

📍 Location	Ottawa Centre - Tunney's Pasture
🕒 Duration	Contract
🗨 Language	See Description
🔒 Security Clearance	Valid Secret Clearance
📅 Start Date	Less than one week
📅 Date Posted	2018-Feb-9
🔖 Opportunity Number	40116089

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The work involves frequent distractions (e.g. noise and employee traffic) and interruptions (e.g. telephone calls and enquiries), multiple demands, time pressures, lack of control over the pace of work, conflicting work priorities, dealings with clients who can be challenging and the constant need to meet high production standards. The work is characterized by a lack of control over the frequency and duration of these daily situations.

Constantly shifting priorities, severe time restraints, frequent interruptions have significant impact on the resolutions of tasks.

Roles and Responsibilities

- Classifying documents and filing appropriately
- Creating new files and folders and revising when necessary
- Assisting in the provision of information retrieval and research services
- Sorting and putting away documents
- Providing clerical support, including data inputting,
- Sorting material that is to be filed according to particular filing systems
- Facilitating appropriate access to records and information

Qualifications and Experience

Must have:

- Must have a secret clearance
- Must be fluent in English and at the intermediate level for French

Stevenson & White

30 JAN 18

deirdre_cfa@icloud.com

From: Tracey Windsor <Tracey@stevensonandwhite.com>
Sent: Tuesday, January 30, 2018 2:06 PM
To: Deirdre Moore
Subject: RE: #3234 - Question about Senior FP&A Position

Absolutely! No problem at all!

Kind Regards,

Tracey Windsor
Recruiter

Stevenson & White Inc.

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