



Position: **SUMMER ADMINISTRATIVE ASSISTANT, Department of Finance**
Performs day to day financial transactions, maintains and enters records into required databases. Supports program with other administrative responsibilities.

Various start dates with some positions starting as early as May 7, 2018 and others starting in the month of June 2018. The end dates for these funded positions is August 24, 2018. Positions can be from 8-16 weeks in duration. Beginning and end dates are to be determined.

This opportunity is partially funded through the Canada Summer Jobs (CSJ) Initiative to help students gain job skills and experience. All applicants must meet the following conditions:

Candidates must:

- *Be between the ages of 15 to 30*
- *Have been a full-time student during the previous academic year and Intend to return to school full-time for the next academic year*
- *Foreign students are not eligible*

Union/Management: Non- union, Casual

25-35 HOURS PER WEEK (to be determined)

Salary: \$15.11 per hour

Location: 600-700 Industrial Ave (Ottawa South)

Responsibilities:

- Enters records into child care database systems
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables and accounts payable invoices in the Accounting Systems (ACCPAC/QuickBooks)
- Enter data into excel workbooks and format in a presentable fashion
- Ensure accurate and effective document preparation and records management for Accounts Payable and Accounts Receivables
- Protect organization's value by keeping information confidential

Qualifications:

- Continuing education in Finance, Accounting, Administration or a relevant field
- Strong technical aptitude to work with various computer programs and databases
- Proficiency using MS OFFICE Suite Applications especially in Excel
- Data entry skills in a database environment
- Strong attention to detail and accuracy
- Ability to organize and prioritize work
- Ability to work under pressure and meet deadlines in a cooperative manner
- Ability to work well in a team environment
- Previous ACCPAC and QuickBooks experience would be an asset

Hours of Work: 25-35 hours per week (to be determined)
Available from: May 7, 2018 to August 24, 2018 (start date to be determined)
Apply: E-mail: hrrecruiting@afchildrensservices.ca
Closing date: April 8, 2018

We thank all applicants for their interest; however only those selected for an interview will be contacted. This position is open to both male and female applicants.

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.