



OTTAWA SALUS CORPORATION
EXTERNAL JOB POSTING

Job Title:	Finance Clerk (Summer Student position)
No of position(s)	One (1)
Job Type:	8 Weeks Temporary Full-time (35 hours/week: Monday to Friday 8:30 - 4:30)
Date of Posting:	May 18, 2022
Date of Closing:	June 1, 2022 by 4:30 p.m.
Start date:	June 13, 2022 or as soon as possible
End date:	August 5, 2022
Reports to:	Finance Manager

JOB SUMMARY

Salus is currently recruiting a Finance Clerk to join our team under the Canada Summer Jobs program. Ottawa Salus is a registered charity that provides both housing and supportive services to clients living with mental illness. As such, our organization provides a unique opportunity to learn financial management from multiple lenses. The Finance Clerk will have the opportunity to support various functions of Salus' Finance department, such as accounts receivable, accounts payable, payroll and financial reporting.

Areas of responsibility for this position include, but are not limited to, the following:

RESPONSIBILITIES

- Ensure integrity in data input as well as data management;
- Provide support to Finance Manager, and Finance Associates;
- Complete account reconciliations and journal entries;
- Review financial records, documents and information to ensure their accuracy;
- Update and maintain financial records and filing systems, track and monitor financial transactions;
- Compile financial spreadsheets, reports, statements and other documents , as needed;
- Assist with administrative tasks such as filling out forms, filing, and answering phone calls and emails;
- Report financial discrepancies, errors, and customer complaints to the Finance Manager;
- Provide customer service by answering questions and resolving queries;
- Ensure financial office supplies are maintained.

QUALIFICATIONS

- Is currently a Post-secondary student or recent graduate in Finance, Commerce, Accounting, Economics, Business, or a related field.
- Exceptional knowledge/use of Microsoft office including Excel, Outlook, Word, Power Point etc.
- Experience with or understanding of computerized accounting systems (Sage 300). Additional training on these systems will be provided.
- Strong analytical skills.

LANGUAGE REQUIREMENT

- Full proficiency both written and spoken in English is required. Bilingualism in French and English is considered a strong asset.

PRE HIRING REQUIREMENTS

- Criminal reference check
- Academic Certificate(s)
- Eligible to work in Canada.
- Ability to fulfil requirements of the Canada Summer Job program.
- Proof that the successful candidate has received both doses of a Health Canada approved COVID 19 vaccine at least 14 days before the first day of work, subject always to Ottawa Salus' duty to accommodate under the Ontario Human Rights Code.

SUITABILITY

This would be a great fit for someone who:

- Is comfortable with computers and learns new programs quickly.
- Is a logical thinker.
- Is organized and detail-oriented.
- Is comfortable working in a team and communicates well with others.
- Has the ability to work independently, and is a self-starter.
- Has the ability to problem solve, make decisions and multi task.
- Has good office administration and organizational skills.
- Has the ability to manage time effectively.

SALARY

\$16.00 per hour.

WHY WORK AT OTTAWA SALUS?

Salus has a proven record of accomplishment of supporting clients and tenants with serious and persistent mental illness in the Ottawa area. The value of our work we provide to our clients and tenants is changing lives. The pride felt by our staff makes working here a fulfilling experience.

APPLICATION INSTRUCTIONS

If you wish to apply for this position, please send your resume with a cover letter by email to HR@salusottawa.org with the subject heading "**Finance Clerk 2022**" by 4.30 pm on **June 1, 2022**.

We thank all applicants for their interest; only those selected for an interview will be contacted.

Ottawa Salus is an equal opportunity employer and values diversity in its workforce. Do not hesitate to contact us if you require alternative arrangements to submit your application. Candidates requiring accommodation during the interview process should advise in advance.