



Finance Administrator

Killlalo Community Resource Centre
Location: Killlalo, Ontario
Posted: October 19th 2018

Description:

The Community Resource Centre (CRC) is a dynamic multi-service community hub located in Killlalo. We are currently recruiting for a Finance Administrator. This is a full-time position.

The Finance Administrator will work to support the delivery of high quality services to CRC clients and staff. The main area of focus will be to fulfill all financial reporting and bookkeeping duties including preparation of yearly budgets, monthly operating costs, income statements, and all reports and remittances, preparation of payroll, accounts receivable, accounts payable and preparation of schedules and documents for audit.

Qualifications

- Degree or diploma in business, finance, or accounting or other post-secondary education combined with significant relevant work experience.
- Knowledge and experience with computer-based accounting, preferably Sage - ACCPAC
- Experience with all aspects of bookkeeping
- Advanced skills with Microsoft Excel and Word
- Demonstrated ability to work independently and as part of a team

Preference will be given if you have experience with:

- Non-profit, charitable sector
- Supervising the work of others
- Bilingualism (French and English)

Additional Information

Please include salary expectations in cover letter.

Contact Information

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