

# POSTING

## ACCOUNTS RECEIVABLE ADMINISTRATOR/ ACCOUNTING ASSISTANT

Permanent Full-time (35 hours per week)

### Finance

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An opportunity exists for an Accounts Receivable Administrator/Accounting Assistant. The successful candidate will be responsible for processing accounts receivable, preparation of financial reports, account analysis and reconciliation, and providing support services to ensure effective, efficient and accurate financial and administrative operations.

#### QUALIFICATIONS

##### Education, Training, and Experience

- Two-year accounting diploma, from an accredited post-secondary institution, or equivalent.
- Strong technological skills, including proficiency in Microsoft Excel and PowerPoint, and Sage 300 ERP - Accounts Receivable module. Working knowledge of Arcori PM is desirable.
- Two years' experience in financial accounting, preferably in a not-for-profit multi-service organization. The equivalent combination of education and experience will also be considered.

##### Job Skills and Abilities:

- Proven communications, time management, analytical and organization skills.
- Strong knowledge of Generally Accepted Accounting Principles.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.

\* An eligibility list will be maintained for up to 6 months.

#### CLOSING DATE:

Resumes will be reviewed starting November 4, 2019, but the posting will remain open until filled and will close without notice.

#### COMPENSATION:

\$47,101 to \$52,998 per annum (to commensurate with education & experience).

**BENEFITS:**

Comprehensive benefit package, which includes the Municipal Pension Plan.

**PLEASE APPLY TO:**

Ivan Menendez, B.A.S., M.B.A.  
Deputy Executive Director/Chief Financial Officer  
Options Community Services Society

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No phone calls please.

Please forward a cover letter and a copy of your school transcripts, for post-secondary business and accounting courses, and clearly indicate the posting number [#A21470].