



JOIN THE ANDREW FLECK FAMILY!

Summer Program Assistant, Finance

Casual · Non-unionized

Are you between the ages of 15 and 30? Are you looking to gain experience working in the child care sector? Andrew Fleck Children's Services (AFCS) is looking to hire a Summer Program Assistant to work in our Finance Department! As a Summer Program Assistant you will perform day to day financial transactions, maintain and enter records into required databases and support the program with other administrative responsibilities.

Position dependent on receiving funding through Canada Summer Jobs (CSJ), an initiative to help students gain job skills and experience. All applicants must meet the following conditions:

Candidates must:

- Be between the ages of 15 and 30
- CSJ funding is not applicable to foreign students

Available from: May 13th, 2019 to August 30th, 2019 (Variable start date between 8-16 weeks in duration)
Salary: \$17.11 per hour
Hours: Up to 35 hours per week
Location: 700 Industrial Avenue
Closing date: April 28th, 2019
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ 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

To qualify for this role you have...

- ✓ 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

It would be an asset if you had...

- ✓ Previous ACCPAC and Quickbooks experience

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca



APPLY TODAY!

