



JOB INFORMATION

Position Title:	Administrative Assistant- Finance Department
Reports to:	Finance Director
Job Type:	12 weeks- short term contract, part-time (25 hours/week)
Training period:	May 25st to June 11th
Start date:	June 14thth , 2021
End date:	Sept 3rd, 2021
Wage:	\$18/hour
Reference #	2021-FN-01

This position will require the intern to be comfortable working both in-person at Rideau-Rockcliffe Community Resource Centre and remotely from home.

PROGRAM SUMMARY: Professional Internship Program

Under the supervision of the Manager of Finance and Administration and as a member of the multidisciplinary team, the person in the Support Administration and Finance assists the finance and administration manager in the processing of financial information from where accounts payable, receivables and other administrative tasks.

ELEGIBLE CRITERIA

You can apply if you meet the following criteria to become a participant of the Youth Job Connection – CORE program hosted by the Youth Service Bureau:

- ✓ Be between the ages of 18 and 29 years old;
- ✓ Be unemployed
- ✓ Be a resident of Ontario and eligible to work
- ✓ Not enrolled in full-time education or training
- ✓ Canadian citizen, permanent resident or a newcomer with a work permit (without restrictions);
- ✓ Not have an active service plan with another Employment Ontario service provider
- ✓ Provide a Police Check
- ✓ Have a registered Social Insurance Number (SIN).

PRIMARY DUTIES AND RESPONSABILITIES

Finance:

- Take care of accounts receivable and payables data in the accounting system (Sage 50),
- Assist the manager in the preparation of deposit books,
- Assist the manager in updating the expense accounts (Visa, personal expenses and others)
- Assist in the preparation of Mobile Market Boxes

Provide administrative support:

- Assist in the updating of administrative documents,
- Assist in updating manuals and procedures,
- Attend the production of tax receipts and donor updates.

Participation in teamwork:

- Participate as an active member in meetings, professional development activities, staff retreat and other activities of the Center.
- Collaborate on replacing and supporting the activities of other administrative programs to ensure the delivery of services.

JOB REQUIREMENTS

Studies and experiences

- At least one post-secondary degree.
- Good typing skills
- One year of experience, preferably in a multidisciplinary environment and a non-profit organization.
- One year experience in office administration and finance.
- Knowledge of the basic use of office equipment

Language requirement

- Proficiency in French and English (oral and written)

Computer skills

- Knowledge of the Microsoft Suite and the Internet.
- Knowledge of Sage 50, or other accounting software.
- Strong data entry experience with attention to detail.

Other

- Good judgment and discretion with regard to personal information.
- Interpersonal skills and excellent communication skills.
- Positive attitude.
- Egalitarian philosophy and attitude that does not judge (eg gender, culture, race, sexual orientation and other).
- Demonstrate initiative, organizational skills and flexibility.
- Ability to work effectively in a multidisciplinary team.

APPLY

Please send your **resume, cover letter, mentioning the position title** by May 9th, 2021 at <https://form.jotform.com/203225270902243>. For any additional information, please send us an email to the attention of Camila Pastran (camila.pastran@crcrr.org). We thank all the candidates for their interest; however, only selected candidates for an interview will be contacted.

