



### **Administrative Assistant - Accounting – 6 month contract**

The Agency currently has a temporary full-time Administrative Assistant-Accounting position available within the Finance Unit of the Finance Team. This is a 6 month contract.

The incumbent will provide confidential accounting administrative support to the Finance Unit, including processing of accounts payable; mileage and expense forms for foster parents, staff, volunteers & fee for service drivers; cheque requisitions; filing and scanning of financial data, inputting of journal entries.

This position will also provide relief coverage for switchboard/reception as required and back-up coverage for other Finance Unit staff, as well as other duties as assigned.

#### **QUALIFICATIONS:**

- College diploma preferred;
- Minimum of two (2) years accounting experience;
- Sound working knowledge of computers, including Windows, Microsoft Word and Excel;
- Well-developed interpersonal and communication skills, with strong organizational abilities;
- Ability to work well independently and within a team environment;
- A valid Ontario Driver's Licence is required.

#### **Salary Range:**

\$20.3664 to \$24.9210 per hour + 4% vacation pay

Office and Clerical – Grade 4

*Article 15 & 16 will apply to internal applicants*

Family & Children's Services of the Waterloo Region is committed to diversity in the workplace and strongly encourages applications from qualified individuals with varied backgrounds.

#### ***Application Process***

Interested internal applicants are invited to submit a resume to [internal.resume@facswaterloo.org](mailto:internal.resume@facswaterloo.org), no later than 4:00pm on October 27, 2016 quoting posting #098-2016.

Interested external applicants are invited to submit a resume to [resume@facswaterloo.org](mailto:resume@facswaterloo.org), no later than 4:00 pm on October 27, 2016 quoting posting #098-2016.

Resumes will only be accepted electronically.

***We thank all candidates for their interest however only those selected for an interview will be contacted.***

#### **Accommodation at Family & Children's Services of the Waterloo Region**

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 519-576-1329 x3465. Human Resources will work with the applicant and the interview

committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.