



OPPORTUNITY

August 16, 2019

POSITION AVAILABLE

CURRENT SALARY RANGE

Senior Accounting Clerk

\$55,568 - \$64,526

There is a permanent Senior Accounting Clerk position available. The effective date will be determined in consultation with the immediate supervisor. The location of this position is at our Oshawa office.

POSITION SUMMARY:

To assist the Financial Analyst in the preparation and completion of all the Society's financial transactions and to provide back up support to the accounting functions, including accounts payable, computer data input and periodic government submissions.

MINIMUM QUALIFICATIONS:

Completion of a three-year business degree at a community college with a major in accounting. Current enrolment in 3rd to 4th year of a recognized accounting program of studies (ie.- CGA or CMA). 2-3 years experience in a related position. Working knowledge of accounting and spreadsheet application software, preferably Microsoft Office and Access based programs.

Please apply in writing **including a current resume**, to

hr@durhamcas.ca

or

Human Resources

1320 Airport Blvd

Oshawa ON

L1H 7K4

by Friday August 23, 2019

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.