



## CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve and offer bilingual (English/French) services to children, youth and families within the Hamilton community to protect their safety and well-being, strengthen families and nurture lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

### Summer – Accounting Assistant

#### Qualifications

- Preferred: Administrative or Accounting experience.
- Knowledge and interest in accounting and/or finance practices.
- Knowledge of Microsoft office programs.
- Excellent communication and interpersonal skills.
- Bilingual French/English an asset.

#### Key Responsibilities

- Assist our accounting team on a daily basis.
- Assist Financial Administrator with tasks related to fiscal year changeover.
- Review accounting procedures for completeness and clarity, offering feedback and particulars for improvement.
- Format accounting procedures to align with agency template
- Scan documents as needed
- Performs others duties as may be assigned.
- Comply with Health and Safety policies and the Ontario Health and Safety Act.
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others
- Committed to agency values of Success for Children, Youth and Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team

**Successful applicants will be required to complete a Police Record Check and Provincial Child Welfare Check.**

Please apply in writing or e-mail to the attention of: [hr@hamiltonccas.on.ca](mailto:hr@hamiltonccas.on.ca) or 735 King Street East Hamilton, ON L8M 1A1

*We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.*

*If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.*