



www.durhamcas.ca

We have 1 **SUMMER Accounting Clerk** position available pending approval from Canada Summer Jobs for 12-14 weeks between May 2023 and August 2023.

An opportunity to explore the Child Welfare field, by gaining experience, developing knowledge, skills and relationships that are related to future goals. The position will require the youth to assist with the following in the Finance and Admin department.

- Assist department with on-going projects.
- Process Account Payable invoices
- Perform balance sheet account reconciliations.
- Assist with audit.
- Perform other administrative duties as required.

The position is contingent on funding through the Canada Summer Jobs program the successful applicant must meet the following criteria:

- a) be between 15 and 30 years of age (inclusive) at the start of employment.
- b) be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment (international students are not eligible participants)
- c) have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial / territorial legislation and regulations.

Please apply in confidence by sending a resume to:

applyhere@durhamcas.ca

We thank all applicants for their interest. Only those individuals selected for an interview will be contacted.

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.