

<b>Position:</b>	Summer Student Accounting Clerk	<b>Hours:</b>	35 hours/week Flexibility is required Monday – Friday 8:30 a.m. to 4:30 p.m.
<b>File No.:</b>	FACSFLA-2223-12	<b>Number of Positions:</b>	1
<b>Employment Type:</b>	Full-time Contract (8 weeks)	<b>Location:</b>	817 Division Street, Kingston ON
<b>Date Posted:</b>	May 25, 2022	<b>Closing Date:</b>	June 07, 2022

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### Job Summary:

As a member of the finance team, reporting to the Finance Supervisor, this position will provide assistance to the finance team for Family and Children's Services of Frontenac, Lennox and Addington (FACSFLA), working out of the Division Street office. The ideal candidate will be very-detail oriented and be able to apply accounting processes and systems consistently.

### Tasks and Responsibilities:

- Processing accounts payable
- Accounts receivable
- General ledger analysis
- Bank reconciliations
- Database maintenance
- General office duties as assigned

### Required Qualifications:

- 1 year of post-secondary education - Business or Commerce Program
- Criminal Reference Check
- Proficiency in French would be considered an asset
- Due to subsidy requirements, applicants must be between the ages of 18 - 30

### How to Apply:

- To apply, please fill out the [Student Employment Application Form](#), and email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: [recruitment@facsfla.ca](mailto:recruitment@facsfla.ca) by **June 07, 2022**.
  - Please include the competition number and the title of the position in the subject line of the email.
  - Please submit cover letter and resume as single attachment.
  - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. We strongly encourage applications from all qualified individuals from equity seeking groups including but not limited to African Canadian, Indigenous, people with disabilities, LGBTQ2S+ communities to apply.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at [hr@facsfla.ca](mailto:hr@facsfla.ca)

FACSFLA is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.