

JOB POSTING

Junior Accountant Full-Time Permanent

Community Living – Grimsby, Lincoln & West Lincoln is a non-profit organization, which provides services and supports to children, youth and adults with an intellectual disability and their families living in West Niagara, so that their quality of life in the community is meaningfully improved.

Currently, our organization has a Full Time Accounting position opportunity. This is a permanent full-time position working 40 hours per week.

EDUCATION, KNOWLEDGE AND SKILL REQUIREMENTS:

- 2-3 year diploma in Business Administration with concentration in Accounting required
- 2 years experience working in an accounting/finance environment
- Excellent oral and written communication skills
- Proven planning, organization and time-management capabilities.
- Detail oriented with the ability to take initiative to establish priorities, plan ahead and meet deadlines.
- Creative problem solving and decision making skills.
- Advanced computer experience and skills in the use of MS Office –Word, Excel, Access, Power Point and Outlook.

PRIMARY RESPONSIBILITIES:

- Responsible for accounts receivable and accounts payable within the organization relating to an independent company
- Providing support to clients' accounts preparing Ministry required invoicing for expenses and tracking all expenses and reconciliations of each account for audit purposes.
- Preparing and entering journal entries as required by the Director of Finance.
- Assisting in all functions as required of new project implementations within the accounting department.
- Assist the Finance Department as required to meet Ministry deadlines.
- Perform all other duties as defined by the Director of Finance.

Interested applicants are invited to submit a cover letter and current resume in confidence, indicating salary expectations no later than Monday, February 15, 2019 to: hr@cl-grimsbylincoln.ca.

Accessibility accommodations are available for the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at (905) 563-4115 Ext. 210.

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