

## *Internal/External Job Posting*

### **Finance Administrative Support Staff**

**Administration Office**  
**Class G, Level 1 – 35 Hours**  
**Full-time Permanent**  
**Starting Rate: \$18.72/hour**

The Finance Administrative Support Staff works closely with the Director of Finance & Administration and the Finance Officer to complete all tasks related to the accounting department. Primary duties and responsibilities include Deposits, Banking, Payments in AlayaCare, Invoicing, EFTs for Drivers' Payables, Brokered Home Help and Mileage, in addition to Grocery Shopping Program Reconciliation. This position will also provide backup for Payroll and Accounts Payable.

#### **Qualifications & Experience**

- Post-Secondary Education in a related field - business administration, accounting, or an equivalent combination of work experience and education.
- Minimum 2 years' experience in a related field.
- Experience with AlayaCare database is an asset.

#### **Competencies**

- Strong organizational skills, accuracy with attention to detail, with little to no data entry errors.
- Advanced expertise in Microsoft Excel, Sage accounting software, online banking programs, and client management database.
- Good interpersonal skills and written communication.
- Understanding of GAAP – General Accepted Accounting Principles.
- Experience with documentation and reporting, including statistics.
- Experience handling sensitive/confidential information in a trusted and responsible manner.
- Ability to prioritize work and meet deadlines.
- Demonstrate continuous efforts to update skills.

**Application Deadline:** Monday, November 20, 2023 at 4:00 p.m.

**Send cover letter detailing your interest in the position & a résumé to: [hr@commcareptbo.org](mailto:hr@commcareptbo.org)**

*We thank all applicants for their interest, however only those selected for further consideration will be contacted. Community Care Peterborough is an **equal opportunity employer** committed to providing an inclusive and barrier-free selection process and workplace that embraces diversity, values differences, and supports the full participation of all employees. We recognize the importance of ensuring that all applicants are treated with equal respect and dignity, and are protected from discrimination and harassment. If you require accommodation measures during the recruitment or selection process, please advise in confidence at the time of application.*

