



## JOB POSTING

**Position Title:** Administrative Assistant / Accounting Clerk

### **Purpose of the Position**

The Administrative Assistant / Accounting Clerk performs general office duties supporting CCI's operations. Responsibilities include bookkeeping, payment of bills, preparation of invoices, and processing of payables, receivables, payroll, and bank deposits. They will also be answering and distributing incoming phone calls, taking accurate messages, greeting customers and visitors upon arrival in a courteous manner and maintaining good public relations through telephone and personal contact.

### **Qualifications**

- Must be fluent with QuickBooks
- Business Administration Diploma or a combination of education and experience is an asset
- Experience working in the accounting/bookkeeping sector
- Knowledge of the not-for-profit sector an asset
- Experience working in a unionized environment
- Proficient in use of applicable computer software, calculator, photocopier, fax machine, and use of the internet
- Proficient in customer relations, time management, telephone answering, and verbal and written communication
- Ability to organize files, keep records and handle cash

**Salary:** Per Collective Agreement (\$18.99 – \$20.56 depending on education and experience)

**Work Schedule:** Monday to Friday; 8:00 am to 4:00 pm

If interested, please send your cover letter and resume to [executivedirector@cciwestman.ca](mailto:executivedirector@cciwestman.ca) on or before January 27, 2023.