



MILLS
COMMUNITY SUPPORT

Accounting Support Clerk
60 Hours Bi-Weekly

Mills Community Support Corporation is a multi-service organization assisting over 1,000 people throughout Lanark County with specialized supportive housing services for seniors and adults with developmental disabilities, non-profit housing services, and home support services.

As a member of the financial services team, the Accounting Support Clerk aids the Finance Department with general administration functions. This includes responding to queries, month end reconciliations, client account reviews, verifying expenditures, reviewing bank statements and ledgers, verifying cheques written and ensuring internal policies are being met. Assisting in preparation of reports required by funders. The Accounting Support Clerk also administers payroll services for the Corporation. Full job description available upon request.

Qualifications:

- Minimum 2 Year College Business related program or equivalent experience

Core Skills:

- Excellent financial and book-keeping skills;
- Knowledge of computerized accounting packages;
- Highly organized and works well under pressure; and
- Well-developed oral and written communication skills.

Please submit your resume to info@themills.on.ca by March 22, 2018 4 pm

Only candidates selected for an interview will be contacted. Mills Community Support (MCS) is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by MCS throughout the recruitment, selection and/or assessment process to applicants with disabilities.