

Bookkeeper

Community Living Upper Ottawa Valley (CLUOV) is a dynamic, innovative organization that supports individuals with developmental disabilities within Renfrew County. Our vision is to assist in building an inclusive community, where individuals with a developmental disability are included in community life. The support we provide to individuals includes: assistance with employment, day supports, housing and independent living, community supports and respite care.

We are currently recruiting for a permanent full time Bookkeeper to join our team.

Specific duties include but are not limited to accounts payable, accounts receivable, assisting with property management, balancing and maintaining accurate ledgers, payroll and reporting requirements.

Qualifications

- Diploma in accounting or finance
- Knowledge of accounting principles and G/L systems, experience in processing accounts receivable, accounts payable, payroll and bank reconciliations
- Proficiency with Simply Accounting, Microsoft Office Suite
- Strong working skills and knowledge of technology systems and procedures
- Strong analytical proficiency
- High attention to detail
- Ability to manage multiple objectives
- Excellent communication skills, with the ability to establish good relationships and effectively and clearly communicate with all levels
- Ability to meet established deadlines with a high level of accuracy
- Ability to work independently
- Valid driver's licence

Additional Information

The salary for this position starts at \$21.59 per hour. In addition we offer a generous benefits package (OMERS pension plan, dental, health, etc.)

Applicants can submit their detailed resume and cover letter by email in MS Word or PDF Format.

Deadline for applications: August 7, 2018.

Community Living Upper Ottawa Valley is committed to developing an inclusive, barrier-free selection process and work environment. If contacted in relation to the selection process, please advise us of accommodation needs to enable you to be assessed in a fair and equitable manner.

We thank all candidates for their interest. Only those selected for an interview will be contacted.

Contact

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