



EXTERNAL JOB POSTING

ACCOUNTING SUMMER STUDENT

(16-WEEK FULL-TIME CONTRACT)

The Accounting Technician (Summer Student) will have the opportunity to experience responsibilities in such areas as processing accounts payable, accounts receivable, entries to the general ledger, and monthly reconciliation of some accounts and general support in the administration office.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Problem-solving, critical thinking and conflict-resolution skills
- Strong attention to detail
- Ability to handle sensitive issues and maintain confidentiality
- Approachable and able to communicate in a positive and professional manner
- Strong organizational skills with an ability to prioritize and multi-task
- Good computer skills with a working knowledge of Microsoft Office 365 applications
- Mature-mannered individual who enjoys working with people

MINIMUM QUALIFICATIONS:

- Completion of High School Diploma or equivalent.
- Experience in an accounting or office environment is an asset
- A genuine interest and empathy for the care of senior citizens and low-income families, and individuals
- WHMIS, First Aid, and CPR certification preferred
- Criminal Record Check
- A genuine interest and empathy for the care of senior citizens and low-income families

Initial Location of Work: Based out of the main Administration office

Initial Hours of Work: 8:00 am – 4:00 pm, 7.5 Hour Shift; Monday through Friday (75 Hours per Pay Period)

Pay: \$23.32 per hour

START DATE OF CONTRACT: May 6, 2024

END DATE OF CONTRACT: August 23, 2024

Apply to: ATT: Finance Controller
Grande Prairie, AB
resumes@grandespirit.org

OPENING POSTED: April 5, 2024

DEADLINE FOR SUBMISSIONS: April 19, 2024