



EXTERNAL JOB POSTING

Summer Students – Accounting (8-week Full-Time contract)

(Sponsored by the Youth Employment & Skills Strategy Program to create quality summer work experiences for young people aged 15 to 30 years.)

The Accounting Technician (Summer Student) will have the opportunity to experience responsibilities in such areas as processing accounts payable, accounts receivable, entries to 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 ability 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.
- Must be returning to school prior to November 1.
- 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 for all locations

Initial Hours of Work:

8:00 am – 4:00 pm, 7.5 Hour Shift
Monday through Friday - 75 Hours per Pay Period

Pay Range & Benefits:

\$27.81 per hour

Start Date:

As Soon As Possible

Apply to:

HR@grandespirit.org
ATT: Susan Walker, Finance Controller
Grande Prairie, AB
Phone: (780) 532-2905 Fax: (780) 539-3155

Deadline for Submissions:

Monday, May 16, 2022

Opening Posted:

Friday, May 6, 2022