



### **Administrative Accounting Assistant**

Hopewell Children's Home is a not-for-profit organization that assists families with special needs children. We are a compassionate team of professionals who have been supporting families through residential, respite and recreational avenues.

Currently we are seeking a part-time Administrative Accounting Assistant to support our office team.

**Responsibilities include (but are not limited to):**

- Maintaining Accounts Payable and Receivable
- Processing Employee Payroll on a bi-weekly basis
- Remitting Payroll Liabilities
- Maintaining phone and mailing lists
- Maintaining monthly statistics
- Arranging training for all employees
- Ensuring office and equipment supplies are available

**Hours of work for this part-time position are Tuesday, Wednesday and Thursday from 8:00 am – 4:00 pm on Week One and Tuesday and Thursday from 8:00 am – 4:00 pm on Week Two.**

The successful candidate will be a positive, responsible and versatile individual, able to work both independently and in a team environment. Proficiency in Microsoft Office Word and Excel, as well as a knowledge of basic accounting functions is required. Experience using Simply Accounting is an asset. This position requires the use of excellent interpersonal and communication skills. The Administrative Accounting Assistant will handle sensitive and confidential material, attention to detail and accuracy is a must.

If you are looking to be a part of a progressive team, please forward your resume to [info@hopewellchildrenshomes.ca](mailto:info@hopewellchildrenshomes.ca)

Please no telephone enquiries. Hopewell Children's Homes Inc. thanks all applicants for their interest, however only those persons selected for an interview will be contacted.