



Community Counselling and Resource Centre (CCRC)  
Job Posting  
**Finance and Administrative Assistant**  
**One year Contract**

CCRC is seeking a Finance and Administration Assistant. This is a full time (35 hours per week) one year contract position, beginning March 16, 2020, under the supervision of Manager of Finance and Administration. Starting wage is \$21.91 per hour.

The Finance and Administrative Assistant is responsible for providing client focused service in the reception area including answering phone calls, general accounting and supplying agency information to the general public and clients.

Finance and Administrative duties include providing AR / AP; administrative support; scheduling rooms for meetings and appointments; maintaining office / general supplies; scheduling maintenance and maintaining databases. Other responsibilities include making bank deposits and entering data in the accounting and fundraising systems.

Qualifications for this position include an Accounting/Business diploma or an equivalent combination of education and experience, excellent customer service skills and a respect for marginalized groups.

The successful candidate will have excellent communication skills, excellent organizational skills, excellent attention to detail, the ability to lift 20 pounds, and ability to work well as a team member.

Current CPIC required.

Please see [www.ccrcc-ptbo.com](http://www.ccrcc-ptbo.com) under "About – Employment and Volunteer" for this posting and detailed job description.

Please apply in confidence with cover letter to Lynda Terry Manager, Finance and Administration, CCRC, by email at [lterry@ccrc-ptbo.com](mailto:lterry@ccrc-ptbo.com). Applications are due Wednesday February 19, 2020.

*Committed to developing an inclusive workplace in the community we serve, CCRC encourages people of all cultures, genders, sexual orientations, religions, abilities, ages, political affiliations, races and ethnicities to apply for this position.*

*We thank all applicants for your interest; only those selected for interviews will be notified.*

*A United Way Member Agency*