



DURHAM CHRISTIAN HOMES

SENIORS' HOUSING, ASSISTED LIVING AND LONG TERM CARE

Accounting Clerk – Summer, Temporary Position as funded by the Canada Summer Jobs program

Organizational Background

Durham Christian Homes is a charitable, not for profit organization. We own and operate two senior independent living buildings, as well as two long-term care homes.

Our Mission

Durham Christian Homes is a welcoming community that provides exemplary, quality care for our residents through empowerment, compassion, dignity, and respect.

Tasks and Responsibilities:

Under the guidance and direction of the Director of Finance and Information Management, duties and responsibilities for the Accounting Clerk would include:

- Receiving and posting of deposits;
- Assist with the accounts payable process, reviewing invoices, data entry, cheque preparation and distribution;
- Assist with accounts receivable monthly billings;
- Filing
- Assist with reception coverage;
- Assisting with the development of quarterly membership newsletters
- Assist with the preparation of mailing correspondence to residents and membership.

Important Note:

The successful applicant must be fully vaccinated against COVID-19, including the 3rd Booster

Qualifications:

As this position has been made possible by the **Canada Summer Jobs Program** through the Government of Canada, all applicants must meet the following conditions:

1. Be between 15 and 30 years of age at the beginning of the employment period;
2. Must be a Canadian citizen, permanent resident or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
3. Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.

Duration, Hours of Work and Salary

This position has been approved based on thirty-five (35) hours per week for a maximum of eight (8) weeks with an hourly wage of \$15.00. Placement end date not to exceed September 3, 2022.

Interested applicants may forward their resume in confidence by e-mail to careers@dchomes.ca; by fax 1-866- 862-8905 or by mail to Durham Christian Homes, Attn:

Human Resources, 200 Glen Hill Drive South, Whitby, ON L1N 9W5. **Please note “Summer Student Position” when applying.**

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