



Financial Administrative Assistant (Contract Summer Position)

37.5 hours/week - \$15.00/hour

April 29 to August 23, 2019 (17 Weeks)

Hospice Niagara, a not-for-profit charitable organization that focuses on improving the quality of life for people living with life-limiting illnesses, death, dying, grief and loss, is seeking a Financial Administrative Assistant (Contract Summer Position).

Qualifications:

- Between 17 and 30 years of age at the start of the employment
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Educational emphasis on mathematics, finance, business administration, or related discipline
- Some physical requirements to set-up and tear down events, and move supplies
- Valid Ontario "G" driver's license and access to personal vehicle with current vehicle insurance policy indicating a minimum of \$1 million liability

Skills/Competencies:

- Computer literate in all Microsoft Office applications, including MS Word and Excel
- Strong attention to detail
- Demonstrated professionalism
- Strong competence and accuracy in entering data, working with spreadsheets for completing bank deposit and/or budgets
- Strong interpersonal skills as well as a strong ability in written and verbal communication skills
- Willingness to work flexible hours, including some weekends, evenings and holidays
- Ability to manage varying priorities, working under tight timelines

Key Responsibilities:

- Enter donation data for the Hike for Hospice Niagara
- Reconcile 5 Car Draw tickets and prepare bank deposits
- Receive and process payments for 5 Car Draw lottery tickets and donations or gift payments
- Coordinate ticket sales for 5 Car Draw at various festival and events, and onsite
- Provide onsite support at Hike for Hospice (May 5, 2019), Golf Tournament (June 24, 2019), 5 Car Draw Early Bird Draw (June 14-16, 2019) and 5 Car Draw Final Draw (Aug 2-5, 2019); other dates as determined
- Complete audit of 5 Car Draw tickets following the final draw
- Provide ongoing support to finance and administration department
- Answer and forward phones to appropriate staff, clients, etc.
- Assist and direct visitors of The Stabler Centre
- Provide input into post event reports
- Other duties, as required

How to Apply:

Applications will be accepted until **Friday, February 22nd, 2019**. Please send cover letter and resume in MS Word or PDF attachments via email with **Application: Financial Administrative Assistant** in the subject line to careers@hospiceniagara.ca.

Hospice Niagara is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), individuals requiring accommodation during the application/recruitment process should advise Human Resources so arrangements can be made. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

We thank all who apply, however, only those selected to proceed in the recruitment process will be contacted. No phone calls please. For more information about Hospice Niagara, please refer to our website: hospiceniagara.ca.