

# **EMPLOYMENT OPPORTUNITY**

## **The Salvation Army**

### **Ontario Central –East Division**

**POSITION:** Secretary/Bookkeeper

**FACILITY:** The Salvation Army – Parry Sound

**LOCATION:** 61 Gibson Street, Parry Sound, ON, P2A 1X2



Giving Hope Today

#### **RESPONSIBILITIES:**

##### Administration:

- Attends and participates, as requested, in staff meetings
- Answers telephone and redirects calls or answers inquiries
- Greets visitors and directs them to the appropriate person(s)
- Files documents manually or electronically
- Photocopies and distributes materials as requested
- Makes changes to and prints weekly bulletin
- Sends/receives fax/email material as requested
- Opens, distributes, and processes incoming/outgoing mail and parcels
- Maintains adequate office supplies by ordering when needed
- Ensures organization of general office area for efficiency purposes
- Processes Divisional camp applications
- Receives Donations and issues receipts
- General office duties as assigned

##### Accounting:

- Ensures accurate prompt payment of accounts payable using the Shelby system for all departments of the Center, and processing documentation for Regional Accounting Center
- Meets with CO on a regular basis to review financial statements to ensure adherence to budget requirements
- Ensures accurate preparation of bi-weekly payroll,
- Maintains systems, procedures and methods for record keeping, accounts reporting, invoice tracking and ensures accurate posting of income and expenses
- Invoices and monitors all accounts receivable
- Processes and issues receipts for donations received
- Assists with the monitoring of budgets in order to control funds for all departments

#### **QUALIFICATIONS:**

- Minimum one (1) year experience
- Completed up to two (2) years of Community College
- Will hold a Business Administration Certificate and Accounting diploma
- An alternative level of education and experience may be acceptable

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

- Proficiency in Microsoft Office products (excel, word, PowerPoint)
- Ability to work as part of a team and independently
- Positive attitude and conflict resolution skills
- Good written and verbal communications skills
- Supportive knowledge of the mission of The Salvation Army
- Clear Police Check
- Current certification in First/Aid CPR or willing to receive training

**SALARY / GRADE: 9**

**HOURS: 30 hours per week**

Please send your cover letter and resume to:

Captain Lee-Ann van Duinen, Corps Officer

Email: [Lee-Ann\\_van\\_Duinen@can.salvationarmy.org](mailto:Lee-Ann_van_Duinen@can.salvationarmy.org)

Main Office: 61 Gibson Street, Parry Sound, ON P2A 1X2

Closing Date: February 14, 2012

**We thank all applicants, however, only those candidates to be interviewed will be contacted.  
PLEASE NO PHONE CALLS**