



Employment Opportunity

Administrative Assistant

This position is to perform a range of general clerical and administrative tasks including accounting and bookkeeping functions.

Major Responsibilities:

- Telephone and visitor screening
- Performs filing and general administrative functions for the management team
- Processes account payables and receivables including maintenance of files
- Prepares and makes bank deposits
- Performs all necessary account, bank and other reconciliations
- Assists with preparing financial summaries for assigned accounts and month-end reporting procedures
- Assists with the administration of pension and benefits programs
- Orders and maintains appropriate level of office supplies
- Performs other duties as assigned

Education, Skills & Requirements:

- Community College diploma or equivalent
- 1 - 3 years experience in administration and accounting preferably in a not-for-profit environment
- An awareness and strong commitment to Catholic tradition and the social teachings of the Church
- Strong attention to detail
- A team player with the ability to work independently
- Good verbal and written communication skills
- Superior computer skills with proficiency in the use of MS Office, internet navigation and knowledge of accounting software
- Ability to relate with volunteers

Please submit your resume with cover letter by Friday, June 2, 2017 to Rosario Pascua at rpascua@catholiccharitiestor.org

Catholic Charities of the Archdiocese of Toronto thanks all applicants for their interest in this position. However, only those candidates selected for an interview will be contacted.