



Kenora Association for Community Living

A Meaningful and Satisfying Life

Full-Time Administrative Assistant, Finance

The Kenora Association for Community Living is accepting applications for the position of Full-Time Administrative Assistant, Finance. This is a unique opportunity to become part of KACL's dynamic, engaging, and fulfilling work environment. The Administrative Assistant is a key member of the finance team, with shared responsibilities in Payroll, Accounts Payable, and Accounts Receivable.

Qualifications:

Consideration will be given to the following criteria:

- Accounting experience in a computerized environment;
- A diploma or degree in accounting, payroll, or Business Administration is preferred, however experience will also be considered;
- Strong knowledge of Microsoft Excel;
- Exceptional organizational and communication skills;
- Ability to work independently and as part of a team.

Details for Submissions:

Deadline: Applications must be submitted by September 20, 2019;

Submit to: Please complete an on-line application at kacl.ca

PLEASE QUOTE POSITION NUMBER 2019-46 ON YOUR APPLICATION

Central Office • Children's Services • Options for Adults • Community Mental Health Support
Services

501 Eighth Avenue South, Kenora, Ontario P9N 3Z9

P (807) 467-5225 • F (807) 467-5247

kacl.ca