

**JOB POSTING**  
**Part Time Finance and Payroll Coordinator**

Classification: Non Union  
Hours: 21-28 hours per week  
Posting Closes: September 28<sup>th</sup> 2017  
Start Date: As soon as possible

Reporting to the Director, Finance and Operations, the Finance and Payroll Coordinator will have a mix of duties including:

- Control of day to day, monthly and year end accounting processes
- Maintain general ledgers and financial statements
- Preparation of the bi-weekly payroll
- First contact for employees regarding payroll, benefits and pension issues
- Assistance, as required, in the preparation and analysis of statistical reports
- All other relevant tasks as assigned by the Director, Finance and Operations

**Qualifications Required:**

- Post-secondary education specializing in accounting
- Five or more years of accounting experience
- Proficient in MS Excel; MS Windows; MS Word; Sage 300
- Experience in a unionized environment
- Experience in Government Compliance Reporting an asset

**Skills Required:**

- Strong inter personable skills, able to interact well with a variety of people
- Highly detailed-oriented with a high degree of accuracy
- Excellent time management, multi-tasking ability and strong analytical skills
- A high degree of honesty, integrity, discretion and confidentiality is required

Gillian's Place is an equal opportunity employer. Any applicant who communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our human rights obligations. The ability to communicate in French would be considered an asset.

All interested applicants should apply in writing to: Shirley Vandenberg, Director of Finance & Operations  
[shirley@gilliansplace.com](mailto:shirley@gilliansplace.com)

Please note that while we thank all applicants, only those selected for an interview will be contacted. **No phone calls please.**