



# Ottawa Community Housing Corporation La Société de logement communautaire d'Ottawa

39 AURIGA Dr. Ottawa, ON K2E 7Y8 (613) 731-1182 Fax/télééc.: (613) 731-4463

## EMPLOYMENT OPPORTUNITY

**POSITION TITLE:** Accounting Assistant

**SALARY RANGE:** \$14.00 - \$15.00/ hour (35 hours per week)

### **SCOPE OF POSITION**

Reporting to the Manager of Accounting Services, the Accounting Assistant student is a member of Accounting Services within the Corporate Services Division of Ottawa Community Housing.

### **MAIN DUTIES**

- Reviewing and analyzing tenant accounts (former tenants).
- Processing entries in the accounting system.
- Inputting the department's file information into the corporation's E-manage system and general filing.
- Financial analysis as required.
- Assisting with general accounting and other clerical duties as assigned.

### **QUALIFICATIONS AND SKILLS**

- Completed a minimum of two (2) years of a Commerce or Business undergraduate degree or College diploma with a focus in Accounting.
- Previous experience in an office environment is an asset.
- Demonstrated ability to use Microsoft Office Excel, Microsoft Office Word, accounting systems and database applications.
- Effective oral communication skills with courteous, efficient telephone manner.
- Excellent organizational skills and ability to prioritize work.

### **LANGUAGE REQUIREMENTS**

- Oral fluency, reading and writing abilities in English are essential.
- Oral fluency in French is an asset.

### **OTHER REQUIREMENTS**

- Must be a returning full-time student in the fall semester of 2018.
- Eligible to work in Canada.
- Must be between 15-30 years of age.

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