



FINANCE CLERK SUMMER STUDENT

JOB POSTING

Position Title:	Finance Clerk Summer Student	Employee Group:	Temporary Full-Time
Department:	Finance	Classification:	Student
Posting #:	SS-2023-04	Hours/Week:	35
Application Deadline:	June 30, 2023	Hours:	0800 h to 1600 h
Application Details:	8 Week Duration	NOTE:	Canada Summer Jobs Program
Start Date:	TBD		

ORGANIZATION BACKGROUND:

The Towers of Holland Christian Homes consist of 6 independent/assisted living apartment towers and two long term care homes situated in the City of Brampton. They function as integral parts of Holland Christian Homes Inc., which is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who deliver care using a holistic approach to provide quality care and quality of life to individuals.

POSITION SUMMARY:

The Finance Clerk Summer Student will work under the supervision of the Director of Finance to provide administrative and assistance with special projects.

Specific responsibilities include:

- Provides administrative support to the Director.
- Supports and coordinates various projects and activities within the team and corporately.
- Assists with Finance duties.
- Supports the Admissions process.
- Other duties as required.

Qualifications:

- Enrolment in a Business Administration program is preferred.
- **Canada Summer Jobs Eligibility Criteria:** must be between age 15 to 30 at the start of employment, a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations (International students are not eligible participants).
- Ability to read, write and speak English fluently.
- Satisfactory Vulnerable Sector Screening (Police Check).
- Full Covid-19 vaccination (2 doses).
- Booster dose not required (but recommended).

Interested and qualified applicants should forward a Resume and Cover Letter in Word or PDF format (as ONE Document), indicating the Posting # and YES to all Canada Summer Jobs Eligibility Criteria as described above to: Human Resources:

e-mail: jobs@HCH.ca



Disclaimer: In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.