



FINANCE CLERK SUMMER STUDENT

JOB POSTING

Position Title:	Finance Clerk Summer Student	Employee Group:	Temporary Full-Time
Department:	Finance	Classification:	Student
Posting #:	SS-2026-06	Hours/Week:	35
Application Deadline:	April 26 th , 2026	Hours:	TBD
Application Details:	8 Week Duration	NOTE:	Canada Summer Jobs Program
Start Date:	TBD		

ORGANIZATION BACKGROUND:

Holland Christian Homes consists of 6 Independent/Assisted Living Towers as well as Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton in the Region of Peel. Holland Christian Homes 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 respects and carries out the values associated with a person-centered approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence.

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.
- Respects and carries out the values associated with a person-centered approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence
- Other duties as required.

Qualifications:

- Enrolment in a Business Administration program is preferred.
- **Canada Summer Jobs Eligibility Criteria:**
 - a. is between 15 and 30 years of age (inclusive) at the start of employment;
 - b. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, S.C. 2001, c. 27*;and
 - c. is legally entitled to work according to the relevant provincial /territorial legislation and regulations.*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents*
- Competence in computer applications including Microsoft Office and Outlook.
- Ability to read, write and speak English fluently.
- A satisfactory and current Vulnerable Sector Screening.
- Clear TB test, annual flu immunization.



**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**

The Job Description will adhere to all applicable laws and regulations

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.