



Rideau Community  
Health Services

Your Community Health Centre

## INTERNAL/EXTERNAL POSTING

Rideau Community Health Services (RCHS) is a non-profit, fully accredited organization that offers primary health care and social services throughout Lanark, Leeds & Grenville.

RCHS invites applications for the following position:

**Position: Student Accounting Assistant**

**Hours: 35 hours per week (Monday to Friday)**

**Term: 8 weeks**

**Start Date: June 20, 2022**

**Closing Date: May 20, 2022**

**Rate: \$19.111 per hour**

**Location: Merrickville Site, 354 Read St. Merrickville, ON  
Some travel to Brockville Site, 100 Strowger Blvd. Brockville, ON**

**Proof of Covid Vaccination (2 doses) as well as valid driver's license required.**

**SUMMARY: Provides accounting and administrative support to the Finance Team.**

### QUALIFICATIONS:

- Currently enrolled or graduate Accounting, Human Resource, or Business Administration Degree/Diploma program.
- Proficient in Microsoft Office, Accounting software
- Attention to detail, excellent communication skills
- Additional training in computer software applications and relevant administrative skills.
- Three to five years administrative experience with progressive responsibility; preferably in a health setting.

This position is being advertised under the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, you must be between **15 and 30** years of age on the start date of the job. You also must be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act. You must also be legally entitled to work according to relevant provincial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.



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**Interested individuals should submit their expressions of interest to:**

Erin Fleming  
Rideau Community Health Services  
efleming@rideauchs.ca

We thank all applicants but only those selected for interviews will be contacted.

All applications are considered confidential.

RCCHS is accountable to employees, clients and to the government of Ontario for meeting the standards set by the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and its regulations. RCCHS is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please call 613-269-3400, ext 228.



**POSITION TITLE:** Accounting Assistant

**DEPARTMENT:** Corporate and Administration

**REPORTS TO:** Director, Corporate and Administration

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**SUMMARY:** Provides accounting and administrative support to the Finance Team.

**KEY RESPONSIBILITIES:**

- Assists the bookkeeper with accounts payable – compiling invoices and supporting documentation, securing authorization, data input, Distribution of electronic remittances, mailing payments, filing A/P invoices, preparing A/R Invoices, preparing and recording bank deposits, preparing charitable receipts,
- Admin support to Payroll & Benefits – updating job descriptions, form creation, orientation process, filing
- General office admin duties as assigned

**COMMON RESPONSIBILITIES:**

- Works in a manner that preserves confidentiality and seeks to minimize risk.
- Work in a manner that incorporates health promotion and recognizes the determinants of health.
- Incorporate and strengthen collaborative and interdisciplinary teamwork.
- Respects and values the diversity of communities and individuals.
- Maintains competence and professional licence to practice.
- Supports the student and volunteer placement programs.
- Promotes awareness of and participates RCHS activities.
- Contributes to the work by participating in meetings and committees.
- Contributes to the RCHS' practices of hiring, orienting, training and mentoring staff.
- Contributes to the efforts to secure and maximize resources for current and new programs, services and activities.
- Participates in the efforts to enhance its capacity through staff development.
- Supports and complies with the Occupational Health and Safety policies and procedures.
- Performs administrative, corporate and computer support functions as directed.
- Maintains resources, equipment and supplies management systems.



**OTHER**

- Valid Driver's license
- Proof of COVID-19 vaccination
- Canadian criminal record check and a vulnerable sector check that are satisfactory to RCHS

**TYPICAL QUALIFICATIONS:**

- Currently enrolled or graduate Accounting, Human Resource, or Business Administration Degree/Diploma program.
- Proficient in Microsoft Office, Accounting software
- Attention to detail, excellent communication skills
- Additional training in computer software applications and relevant administrative skills.
- Three to five years administrative experience with progressive responsibility; preferably in a health setting.