

## JOB POSTING DETAILS

<b>Employer</b>	The Ontario Finnish Resthome Association	<b>Job Type</b>	RI
<b>Job Title</b>	Accounting Intern	<b>Duration</b>	Full Time Contract
<b>Job ID</b>	11413	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	September 9, 2021	<b>Closing Date</b>	September 22, 2021

### Job Overview - Description & Duties

JOB TITLE: Accounting Intern  
 DEPARTMENT: Finance  
 POSITION STATUS: Full-time, 1 year contract, 37.5 hours/week  
 SUPERVISION RECEIVED: Director of Finance

#### RESPONSIBILITIES:

- Maintain and reconcile various general ledger accounts
- Maintain integrity of sub-ledger accounts relative to the general ledger
- Assist with the technical aspects of data entry into accounting software (Microsoft Dynamics GP)
- Prepare monthly bank and balance sheet account reconciliations
- Data entry into accounts receivable and accounts payable sub-ledgers
- Prepare various manual deposits to ensure proper allocation of monies
- Other duties as assigned

### Required Skills

#### QUALIFICATIONS:

- Recent graduate (within the last three years) from an accredited college or university with a degree or diploma in Accounting, Business Administration, or related discipline
- Excellent organizational skills
- Excellent verbal and written communication skills, including the ability to deal tactfully with the public
- Demonstrated proficiency with MS Office Suite (particularly Excel) and familiarity with Accounting Software (MS Dynamics GP preferred)
- Strong attention to detail and accuracy
- Excellent problem-solver
- This position must provide the candidate with first-time employment in their field of study
- Candidates are only eligible to participate in the NOHFC internship program one time
- Candidates must be legally entitled to work in Canada

### Other Requirements

The successful candidate will be required to provide a certified copy of his/her post-secondary institute degree or diploma and a Level 3 Vulnerable Sector Police Record Check.

### How to Apply

Please submit a cover letter and resume to the attention of Human Resources (hr@theofra.org), referencing the job title in the subject line, no later than September 22, 2021.

The OFRA is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you require any

accommodations, please notify us and we will work with you to meet your needs.

We thank all candidates for their interest, however only those selected for an interview will be contacted.

The Opportunity is proudly supported by: NOHF An Agency of the Government of Ontario