



Hiring - Administrative Assistant (term)

Community Futures Heartland is accepting applications for the position of Administrative Assistant (12-18 month term).

Reporting to the General Manager, the Administrative Assistant provides accounting, filing, client contacts, and other administrative duties to the organization. The Administrative Assistant is responsible for all accounting and loan payment processing utilizing a specialized, inhouse software package.

Qualifications and skills:

- Demonstrated knowledge and experience of bookkeeping, basic accounting practices, and loan documentation
- Experience keeping and balancing financial records and accounts
- Bookkeeping experience include paying invoices
- Experience completing payroll utilizing accounting software with Sage 50
- Experience utilizing a computer banking system
- Demonstrated proficiency in Sage 50 accounting software
- Demonstrated knowledge and experience adhering to financial audit criteria
- Experience using the Microsoft Office Suite
- Exceptional verbal communication skill including demonstrated client-centered telephone etiquette
- Demonstrated knowledge and experience minute taking
- Demonstrated ability to work within a small team environment, taking on a variety of tasks
- Demonstrated ability determining work priorities, functioning with minimal supervision
- Demonstrates high attention to detail
- Ability to travel in Manitoba, throughout our business region

This 12 month employment opportunity commences approximately May 8, 2023. There may be a possibility of extension up to 18 months. Benefits and RRSP package may be available. Salary dependent upon qualifications.

Complete Job Description is available upon request.

Please submit resume and cover letter to:

Community Futures Heartland Inc.
Attention: Ken Reimer
11-2nd Street N.E.
Portage la Prairie, MB R1N 1R8
kreimer@cfheartland.ca

All resumes must be received no later than 4:00pm on March 17, 2023. Only those candidates given further consideration will be contacted.