

**External Posting
Children Services Clerk
Full Time, Permanent
Wage: Remuneration Based on Experience**

Manitoulin Family Resources requires 1 full-time Children Services Clerk. This position will be supporting the Director of Finance with the administration of Children's services accounts payable, accounts receivable, monthly reporting and other duties as required. This position will be based out of our main office in Mindemoya.

The successful candidate must have:

- Diploma/Degree in Bookkeeping, Accounting, or other relevant field
* **A combination of education and related work experience considered an asset. ***
- Excellent interpersonal, planning and communication skills
- Ability to be a team player
- Proficiency in Microsoft Office Applications
- Knowledge of Bookkeeping best practices
- Understanding of numeracy, accounts payable, and invoicing processes
- Current Driver's license and access to a reliable vehicle
- Insurable Driver's Abstract

This position is Full-Time in nature with a minimum standard of 35 hours per week. Flexibility in scheduling will be required to meet the needs of the programs.

Please forward applications to: Brady Case
Human Resources Coordinator
Manitoulin Family Resources
bcase@mfresources.net

Deadline for applications: Accepted until positions are filled

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations, Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities. If you require an accommodation, we will work with you to meet your accommodation needs to ensure your equal participation.

Due to the volume of applications, only those selected for an interview will be contacted