



Job Posting
Hamilton/Burlington SPCA

Job Title: Accounting Clerk
Accountability: Director of Operations
Category: Full Time/35 hours a week, benefits included.
Application Deadline: July 20, 2018

Responsible for providing accounting support to supervisors and other managers within the organization. Keys daily worksheets to the general ledger system, ensures files are complete and maintained as needed, handles accounts payable & receivable duties, and assists accounting personnel.

This position will appeal to people with the following attributes:

- Customer Focus
- Attention to Detail
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability

And,

Cares about animal welfare and would like to contribute to a mission driven organization that protects animals from people, and promotes animal health and well-being.

Required Key Skills, Experience and Behaviours:

- Post-secondary training or experience in accounting and data entry with a good working knowledge of accounting principles/practices.
- Proficiency with accounting/donor software; Quick Books, Raiser's Edge, Excel and Word.
- Effective attention to detail and a high degree of data entry accuracy.
- Strong problem identification and problem resolution skills.
- Sound analytical thinking, planning, prioritization, and execution skills.
- A high level of moral judgment for handling confidential information and monetary transactions.

To Apply

Interested candidates are invited to e-mail applications in confidence to Director of Operations at careers@hbspca.com no later than **12:00 noon on July 20, 2018**.

The HBSPCA thanks all who apply; only those applicants selected for an interview will be contacted.

The Hamilton/Burlington SPCA (HBSPCA) is a private non-profit animal welfare charity serving a mixed urban and rural community. Programs and services support animal rescue, rehabilitation and rehoming. Affordable spay neuter and microchip services promote responsible pet ownership. Innovative pet visiting programs reach children and youth with autism, seniors in their homes, and youth in residential settings. The HBSPCA is a donor based organization and relies on the generous contributions of individual, business and corporate donations for sustainability. Registered Charitable Number: 119236750 RR 0001