

## Making Moments Matter

Carpenter Hospice is a home in the heart of Burlington that offers both residential-based care and community-based programs to people in the last stages of their lives. It lets residents spend their final days together with loved ones in an environment that is peaceful, comfortable and meaningful. It is staffed by a dedicated team of professionals and volunteers who provide compassionate, palliative care to meet residents' every need and ensure that each moment counts.

### Bookkeeping Assistant (Part Time)

24 Hours Per Week, 24 month contract

#### Summary

Reporting directly to the Bookkeeper, the Bookkeeping Assistant is responsible for assisting the Bookkeeper in performing duties in support of his/her responsibilities in respects to the hospice's financial policies, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of financial reports.

#### Professionalism

In the role of Bookkeeping Assistant, you are expected to demonstrate professionalism through excellence in knowledge, judgement and behaviour. In the course of your duties, you will consistently demonstrate our core values of respect, honesty and equity. You will honour confidentiality and the autonomy of the residents and staff. You will demonstrate appropriate conflict resolution strategies and participate in reflective practice to identify challenges and contribute to solutions.

#### Duties

- Assist in the opening of the mail and preparation of the cash deposits
- Posting of deposits in Simply Accounting
- Processing of credit card payments and posting payments in Simply Accounting
- Posting of accounts payable invoices
- Assist with inventories of supplies and ordering
- Electronic scanning of files & file management
- Assist with database cleanup
- Provide support in the financial area for such events as Gala, Hike and Golf Tournament
- Other duties as required



## Position Requirements

- Minimum 3+ years of bookkeeping experience
- General understanding of computerized accounting systems
- Excellent working knowledge of MS Word, Simply Accounting and Excel
- Accuracy and attention to detail while working under tight deadlines
- Excellent interpersonal and customer service skills
- Excellent communication skills both verbal and written
- Ability to interpret and implement company policies and procedures
- Good organizational, time management and prioritizing skills

## Schedule of Hours

Monday to Friday, twenty four (24) hours per week (may need to work occasional evenings/weekends to meet program/event needs)

## Working Conditions

Significant computer use in an office environment with exposure to frequent interruptions. Ability to lift 20 lbs repeatedly and without restriction. Some travel required.

## Applications

Interested candidates can send a cover letter and resume to Marlene Hamilton prior to November 15, 2017.

**Marlene Hamilton**  
Bookkeeper

Carpenter Hospice  
2250 Parkway Drive, Burlington, ON L7P 1T1  
Phone: 905.631.9994 ext. 136  
Email: [accounting@thecarpenterhospice.com](mailto:accounting@thecarpenterhospice.com)