

**EMPLOYMENT OPPORTUNITY**  
**AT**  
**HAVENGROUP**

**ACCOUNTING CLERK – REST HAVEN:**

Open to all qualified applicants  
(internal/external)

**POSITIONS AVAILABLE:**

.4 EFT – Permanent Position

**SHIFT LENGTH AND TIMES:**

7.75 hours per day,  
Tuesday/Wednesday initially (these  
days may change to meet operational  
needs), 7:45am – 4:00pm

**POSITION NUMBER:**

P4-322

**ACCOUNTABILITY:** Director of Finance & Human Resources

**POSITION PURPOSE:** Reporting to the Director of Finance & Human Resources, the Accounting Clerk is responsible for providing accounting assistance and support to the Director of Finance & Human Resources for the Rest Haven Care Home. Functions of the position include, but are not limited to, accounts payable, accounts receivable, clerical and/or other new assignments which may be required from time to time.

The incumbent will exercise initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on matters. The position functions in a confidential manner that is consistent with the Mission, Vision and Values; and the policies of HavenGroup.

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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Degree/diploma in Business Administration from an accredited business program, majoring in accounting
- Equivalent combination of education and experience may be considered

**KNOWLEDGE/EXPERIENCE REQUIRED:**

- Knowledge and proficiency in Microsoft Dynamics Great Plains software an asset.
- Knowledge of and experience in implementing best practices in the finance and accounting areas
- High level of numeric ability
- Knowledge of financial database programs and functionality in Microsoft Applications with Word, Outlook, Excel with particular competency in the creation and modification of Excel spreadsheets (data entry, formulas, etc.)

**EXPERIENCE REQUIRED:**

- Minimum of 2 years accounting (accounts payable & accounts receivable) experience within an office environment
- Experience in the healthcare field an asset
- Demonstrated flexibility to manage on-going change

**SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated ability to establish and maintain positive working relationships with supervisors, staff, residents and families, and other agencies as appropriate
- Demonstrated ability to work with accuracy and an aptitude and on-going competence working with numbers and accounting functions
- Team player with ability to work independently
- Strong organizational skills and flexibility to meet the demands of the position
- Demonstrated excellent communication skills, both verbal and written (English language)
- Demonstrated ability to meet the physical and mental demands of the job
- Given the cultural diversity of our region, the ability to respond and promote a culturally diverse population is required
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Completes and maintains satisfactory originals of the Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- Requires a valid Class 5 driver's license and a road worthy vehicle, with all-purpose insurance and a minimum \$2,000,000.00 liability insurance

Salary and job description available upon request

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**HavenGroup offers comprehensive benefit packages that vary dependent on employee status that include:**

- Company Pension Plan
- Dental
- Extended Healthcare
- Group Life Insurance
- Disability and Rehabilitation
- Employee Assistance Program

For confidential consideration, please forward your application to Angie Knudsen, Human Resource Officer at [aknudsen@havengroup.ca](mailto:aknudsen@havengroup.ca). Applications may also be submitted via the following link: <https://havengroup.ca/jobs>. This position will be posted until filled.



The successful applicant will be required to submit current copies of a Criminal Record Check, including Vulnerable Sector Query, an Adult Abuse Registry Check, and a Child Abuse Check, at their own expense, prior to the start date of employment (original copies required).

***We thank all of those who express interest in this position, however, only those invited for an interview will be contacted.***

HavenGroup is an employer compliant with public health orders.