



Founded in 1965, Christian Horizons is a non-profit, faith-based charitable organization supporting people with disabilities in Canada and around the world. With over 3,500 employees, Christian Horizons supports nearly 2,000 people with developmental disabilities and their families. Christian Horizons supports people within their communities throughout Ontario and Saskatchewan. Internationally, Christian Horizons works in partnership with local organizations to promote the inclusion and rights of people with disabilities in six developing countries.

TEMPORARY (Approx. 16 weeks)

FULL-TIME FINANCE & ADMINISTRATION ASSISTANT

(40 hours a week)

SUMMER STUDENT POSITION

Position is dependent on the approval of funding

Christian Horizons Resource and Leadership Centre is currently recruiting applicants for the summer student role of Finance & Administration Assistant. The student will have the opportunity to serve with a variety of groups in the finance department, supporting accounts payable, accounts receivable, donation processing, and the administration department. Transactions coding, data entry and vacation relief will be among the responsibilities of this position.

Requirements: Funded through Service Canada, the student will work 40 hours a week for approximately 16 weeks, standard office hours. Applicants should be college or university students, in a relevant field of study, registered as a full-time student during the past academic year. **This position may decrease in weekly hours or length of contract should funding not be approved.**

All persons may apply regardless of religion or any Human Rights Code protected grounds. We seek to provide accessibility through all stages of the hiring process for all applicants with disabilities consistent with our Accessibility Policies and the AODA. Please let us know if you require an accommodation and we will work with you to meet your accessibility needs.

Application Deadline: April 19, 2019

Start Date: May 6, 2019

Applicants must submit a résumé and cover letter in writing containing a detailed summary of relevant qualifications and reasons for interest in this position to:

Corporate Controller

c/o Resource and Leadership Centre
4278 King Street East, Kitchener, ON N2P 2G5

Fax : (519) 650-8984

Email : jobs@christian-horizons.org

We thank all applicants; however, only those qualifying for an interview will be contacted. Please visit our web site at www.christian-horizons.org