



JOB POSTING

ADMINISTRATIVE ASSISTANT (CONTRACT FULL TIME)

The Canadian Centre for Victims of Torture (CCVT), is looking for an experienced person to fill the position of Administrative Assistant.

Qualifications for this position include QUALIFICATIONS:

- Proven experience in finance and accounting, with an emphasis on accounts payable and accounts receivable or collections experience with extensive data entry and related accounting experience
- Proven verbal and written communications skills
- Knowledge of and ability to work with Quick Book,
- Knowledge of Microsoft Office applications especially Outlook, Word and Excel.
- Mathematical ability, accuracy and attention to detail
- Demonstrated customer service, effective communication and interpersonal skills
- Ability to establish priorities and to exercise good judgment
- Flexible and able to work under pressure, including evenings and weekend when required

Specific duties will include:

- Answering phones and providing administrative support including booking clients
- Preparing financial claims and monitoring each expense line item to prevent over claiming.
- Preparing deposit slips and perform bank deposit of funds received from all sources
- Following up with donors and account managers via written and verbal communication regarding credit card payments, declined credit card transactions, expired credit cards
- Maintaining and updating donation system with relevant donor information regarding change in credit card details, returned credit card cheque payments
- Updating donation system with donation changes
- Provide assistance in other special projects that impact A/R processes and efficiencies

SALARY RANGE: \$21 per hour with generous benefits

POSTING DATE: August 25, 2017 CLOSING DATE: September 8, 2017

If you are interested, please send your resume with a covering letter to:

Mr. Mulugeta Abai, Executive Director, CCVT
194 Jarvis St., 2nd Floor, Toronto, Ontario. M5B 2B7
Fax: 416 363 2122, Email: mabai@ccvt.org.

TRIUMPH OVER TORTURE

Main 194 Jarvis St, 2nd Fl. Toronto, ON, Canada M5B 2B7 **T:** 416.363.1066 **F:** 416.363.2122 **E:** mabai@ccvt.org **Toll Free:** 1.877.292.2288 www.ccvt.org

Scarborough 2401 Eglinton Ave. E., 3rd Fl., Unit 310, Scarborough, ON, Canada M1K 2N8 **T:** 416.750.3045 **F:** 416.750.4990

The Hub 1527 Victoria Park Avenue 2nd Fl. Toronto, ON, Canada M1L 2T3 **T:** 416.750.9600 **F:** 416.750.9200

Accredited to the International Rehabilitation Council for Torture Victims

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Without you, there would be no way.