



**Building Futures Together**

**External Job Posting #23-10**

**Finance Clerk – Regular 0.5 FTE  
(Non-Union)**

***Keystone is a family engaged counselling and coordinating Lead Agency that is dedicated to providing compassionate and responsive services to children, youth, families and community members.***

**Nature of the Job:** We require a **Finance Clerk** to work 17.5 hours per week in the Corporate Services Department. Your responsibilities include processing invoices, receipts and expense forms, as well as bank deposits. You will check for accuracy and follow-up on any anomalies in billing. The Finance Clerk will also help in prepping government reports and budgets. Preference for set working days each week, but flexibility to adjust working hours when needed. You will be supervised by the Manager of Corporate Services.

**Qualifications:**

- Accounting/Finance Diploma
- 3+ years experience in accounts payable/receivable
- Experience working in an office setting
- Strong organizational skills
- Detail oriented
- Knowledge of the Adagio software in a non-profit setting preferred
- Strong written and verbal communication skills
- Ability to respect and maintain confidentiality
- Valid driver's licence and reliable transportation

**Rate of Pay:** **\$23.78-\$29.09 per hour.** *The successful candidate will take part in the Agency's benefit program.*

**Start Date:** ASAP

**Apply with Resume to:** Human Resources  
[KeyHR@keystonebrucegrey.com](mailto:KeyHR@keystonebrucegrey.com)

**Date Posted:** May 31, 2023

**Closing Date:** June 8, 2023 at 4:30 pm

**Other Information:** ***As a result of COVID-19, all new employees are required to be fully vaccinated for COVID-19 in accordance with public health or government guidelines***

*Only those applicants who are qualified and meet all criteria  
will be granted an interview.*

*Applicants are encouraged to self-identify and notify Human Resources if any accommodations are required to participate in the recruitment process.*