

EMPLOYMENT OPPORTUNITY

Pioneers' Haven Co. Inc. Seniors Assisted Living Facility in Kerrobert is seeking a qualified individual to fulfill the role of Secretary - Treasurer:

This position is based on **roughly** 30 – 40 hours per month.

Duties include:

- Bookkeeping and financial reporting.
- Budget preparation and control.
- Payroll administration and deduction remittances.
 - Employee benefit management and submissions.
 - ROE submissions.
 - T4 submissions.
- Accounts payable:
 - Recording all invoices, making online bill payments, and printing cheques.
 - Providing a current List of Payments for Approval in meeting packages.
- Acting as secretary for Board of Directors, attending all meetings:
 - Providing a full financial package for Board Meetings
 - Keeping Meeting Minutes, and Emailing all shareholders approved meeting packages.
- Audit preparation.
 - Turning in year-ends on a strict timeline, corresponding with Auditors and their needs.
- Written and verbal correspondence with residents, management, staff, vendors, and board.



A strong working knowledge of Sage 50 is a definite asset, and access to a printer is a must. A background in accounting, experience with payroll processing, and an understanding of financial statements & budgeting are a huge asset. Preference will be given to those applicants.

For more information or to apply with your resume, please contact:

Carol Grosskopf (Chairperson – Member at Large)
Phone: (306) 834-7800
Email: frontdesk@kerrobert.ca

Or apply in writing marked "Confidential" to:

Pioneers' Haven Co. Inc.
C/O Board of Directors
Box 650
Kerrobert, SK S0L 1R0

Application Deadline:

Until position is filled with the right applicant.

Start Date:

Immediately. Only applicants being considered for interview will be contacted