

Accounting and Administration Position

Crieff Hills Community Retreat and Conference Centre
The Presbyterian Church in Canada

This Accounting and Administration position stretches across a broad range of work. A description of some of the skill expectations and work requirements is listed below. The job requirements might be accomplished by a full time employee or blended into more than one position according to the abilities of the successful candidate(s).

A multiple position split as listed below indicates one possible division of work. The actual separation of roles would depend on the applicants. Crieff Hills is open to either scenario.

All candidates will display the following characteristics:

- Team spirit and desire to be involved and “engaged in” the life and ministry of the centre.
- Pleasant and confident phone manner
- Keyboarding skill
- A strong sense of the “Spirit of Hospitality”
- Problem solving skills in accounting, administration and personnel issues (as per below)
- Flexibility for adjustable work hours
- Academic qualifications (to meet the requirements below)
- An interest in lifelong skill development
- Familiarity with differences in religions and denominations
- An understanding of Non Profit organization business operations

Administration	Accounting
Strong skills in Microsoft Word, Excel, Publisher and PowerPoint	An understanding of generally accepted accounting practices
“Good Eye” for literature production	Overall knowledge of Microsoft Office Software Programs
Understanding of data base management principles	Strong skills in Microsoft Excel
Computer Network administration skills	Simply Accounting knowledge – specifically in general accounting work, payables, receivables, inventory and payroll
Project Management skills	Payroll processing and human resource management experience
	Strong analytical skills

The successful candidate(s) will meet the requirements of your Local Police Department, Police Check.

Application Deadline, July 31, 2010. Please forward resume to employment@crieffhills.com