

HAMILTON COMMUNITY FOUNDATION

JOB POSTING OFFICE CLERK

THE ROLE

We are seeking a person to support our finance team with entry level accounting/bookkeeping/administration skills to process grants and accounts payable, complete database input and maintenance, general office management including managing office supplies and equipment, mail and courier service, and coverage for the general telephone line in conjunction with other HCF administrative staff.

WHAT WE'RE LOOKING FOR

The Office Clerk is an important member of the Foundation's finance and operations team who can work well independently as well as with colleagues across the organization. To be successful in this role, you will need to have good time management and organizational skills and the ability to perform work with a high level of attention to detail and accuracy and enjoy a variety of tasks.

WHERE YOU ARE NOW:

Ideally, you have the following qualifications:

- A combination of related education and experience, related to entry level administration and accounting.
- Knowledge of the Hamilton community and its charitable landscape, or willingness to learn.
- Strong organizational and time management skills with attention to detail.
- Proficiency with Microsoft Office with a focus on Excel and Word.
- Familiarity with computerized accounting systems.
- Experience with a database is an asset.

Job type: permanent, full-time, hybrid work environment

Hours: 8:30 a.m. to 4:30 p.m.

Salary Range: \$36,000 to \$45,000, commensurate with experience, plus benefits. Throughout the process, we'll learn more about your skills and experience, which will help us determine your starting salary based on what you bring to the team.

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF)'s vision is a vibrant, inclusive Hamilton and has a mission to drive positive change by connecting people, ideas and resources. We do this by helping people give in a way that has meaning to them and impact in the community, providing grants and financing to charitable organizations and initiatives and bringing people together to address priority issues that affect Hamiltonians. Last year HCF gave almost 900 grants to over 300 charities, totalling \$11.54 million. We also provided loans of \$9.9 million to charities and non-profits across Hamilton.

HCF is part of a network of close to 200 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community most.

APPLICATION INSTRUCTIONS

1. Deadline is Monday March 21, 2022
2. Please submit your resume with cover letter to recruitment@hamiltoncommunityfoundation.ca and include in the subject line of the email "Office Clerk".

Hamilton Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We encourage applications from diverse populations and equity-seeking groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation.

As a condition of employment, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to HCF. You must acknowledge and agree to comply with any future COVID-19 vaccine policy requirements as an ongoing condition of employment at HCF.