



Huron-Perth Centre is seeking a Bookkeeper/Payroll Clerk for a 12 month contract position.

STRATFORD OFFICE – 21 hours per week starting January/February 2023

Business Unit Support – Salary Range is \$22.28 to \$27.17

An experienced bookkeeper with time-keeping functions. Areas of responsibility will include but are not limited to: administrative functions, accounts receivable, accounts payable, payroll, staff stats for vacation, sick days, compensatory time, travel reimbursement and conference tracking.

- College diploma in a related discipline an asset
- Payroll experience in ADP payroll an asset
- 1-3 years' experience in a bookkeeping role
- Proficient in Microsoft Office suite (Excel, Word, Outlook)

CLOSING DATE FOR APPLICATIONS is Friday, December 23rd at 3 pm

SEND EXPRESSIONS OF INTEREST TO: Katie Louwagie at katiel@hpcentre.on.ca

Expressions of interest require the following:

- ✓ cover letter and current resume

*applicants selected for interview must meet minimum qualifications as specified in the Job Description on the second page.

**HPC reserves the right to distribute hours of service based on the operational needs of the Centre.

Information about services and the Job Descriptions are available on the website – www.hpcentre.on.ca