

Join our Team!



Accounting Clerk Opportunity

About Us...

We are on seven acres of beautiful oceanfront property where we have been offering personal and professional transformative learning programs for the past 40 years. In addition to our programs, we welcome resort stays, retreats, conferences, and special events. We attract a great mix of team members and many of our dedicated staff have been with us for years. We take our jobs seriously, but we have a lot of fun working together, too!

About the Role...

Reporting to the Finance Manager, the primary responsibility will be to maintain the financial data entry, filing, and reporting.

About the Responsibilities...

- Assist in payroll preparation.
- Prepare weekly accounts payables.
- Maintain petty cash.
- Reconcile assigned General Ledgers.
- Perform other accounting and administration duties as required.

About the Qualifications...

- Good knowledge of basic accounting principles and procedures.
- Ability to use Microsoft 365 and accounting software; Quickbooks experience will be considered an asset.
- Knowledge of office systems and procedures.
- Demonstrates attention to detail and problem-solving skills.
- Ability to prioritize and meet deadlines.
- Works cooperatively as a team member in a team environment.
- Ability and willingness to maintain confidentiality.

About the Compensation...

- Wage range: \$20.00 - \$23.00 depending on experience.
- Health benefits (medical and dental) after 3 months of employment.
- Discount on the Haven programs, staff meals, accommodation, and store purchases.
- Access of waterfront hot tub, gym and outdoor pool.

Interested in joining our team?

Please send us your resume to info@haven.ca

We look forward to hearing from you!