



ASSOCIATION OF ONTARIO ROAD SUPERVISORS

PROMOTING **KNOWLEDGE**. PURSUING **EXCELLENCE**.

ADMINISTRATIVE / ACCOUNTING ASSISTANT

The Association of Ontario Road Supervisors (AORS) is a Provincial association of public works professionals dedicated to providing high quality public services through certification, education, publications, advocacy, and interaction amongst its members. AORS requires an Administrative /Accounting Assistant. This is a full-time position with an average of 35 to 40 hours per week.

The successful candidate must have the following:

Experience and Qualifications:

A diploma in Office / Business Administration or related program, with a specialization in Accounting or Bookkeeping.

Minimum 3 years of experience in office administration and/or accounts management, preferably with experience in events planning (e.g. meetings, training events, trade shows).

Minimum 3 years of experience administering various accounting or bookkeeping duties for a small to medium sized business, (including invoicing, A/P and A/R, posting financial transactions from source documents, etc.); and able to deal with a high volume of transactions efficiently and with accuracy.

Training and a high degree of proficiency in computer applications including Microsoft Office, Simply Accounting / Sage 50, and database management. Familiarity with website design and administration of social media accounts would be an asset.

Related Skills:

A self-starter, able to work independently in a small office environment, but also able to take direction and follow standard operating procedures.

Excellent customer service and interpersonal skills, with strong verbal and written communication skills.

Excellent organizational skills with a high degree of accuracy and attention to detail (calculations, data entry, online transactions, spelling, grammar, etc.).

Qualified candidates are invited to submit detailed resumes by September 13, 2019. Applications should be submitted by email to the attention of John Maheu, Executive Director, at admin@aors.on.ca.

We thank all who apply, but only those chosen for an interview will be contacted.

For additional information about the Association of Ontario Road Supervisors please visit www.aors.on.ca.

Note that AORS is currently located in Thorndale, northeast of London, but is considering relocating in the future, most likely to St. Marys or vicinity.