



# Trenton Military Family Resource Centre (MFRC)

## Internal and External Job Posting

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**POSITION:** Financial/Administrative Assistant  
**TYPE OF EMPLOYMENT:** 1.0 FTE (non-unionized)  
**RESPONSIBLE TO:** Director of Finance/Program Manager

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### **Our Mission**

Connecting and empowering our military community.

### **Our Vision**

Where our military community feels welcome and supported.

### **General Position Overview**

The Financial Assistant will provide support to the Finance Department in the delivery of the Veteran Homelessness program. The Financial assistant will be responsible for day-to-day accounting and administrative duties as part of the delivery of the Veteran Homelessness program. A high degree of discretion and confidentiality is a must.

### **Hours of Work**

This is a full-time position at thirty-seven (37.5) hours per week and the hours of work are structured based on the needs of the program and may include evening and weekend work as required.

**Start Date:** To be discussed.

### **Qualifications and Competencies**

#### **The Financial/Administrative Assistant will have:**

- a post-secondary degree/diploma in accounting, business administration, or experience in a related field;
- basic understanding of accounting principles and procedures;
- experience working within a community-based organization, or social service agency;
- experience or knowledge of accounting software systems, including Sage 50;
- experience supporting clients with program applications for funding and support
- experience and knowledge of Microsoft Office software including both Word and Excel;
- a high degree of interpersonal and communication skills;
- excellent time management, decision-making, and organizational skills;
- an approved vulnerable sector police records check;
- oral and written fluency in English;
- oral and written fluency in French would be considered an asset.

If interested and qualified, please submit your resume to Kelly Briggs at [Kelly.b@trentonmfr.ca](mailto:Kelly.b@trentonmfr.ca) no later than January 27th, 2025

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Posted: January 13th, 2025