

# Unit Banking Clerk

## Full time opportunity – Ontario Provincial Office

Have you heard about our big changes? That's right Girl Guides of Canada- Guides du Canada has launched a new vision, mission, look and feel as it continues to provide a safe space to empower girls to be "Everything she wants to be". With our new vision of "A better world, by girls" and our mission "To be a catalyst for girls empowering girls", we are excited to build on our 100+ year history to ensure that we are relevant to today's girl. Guiding is where a girl can shine as she takes the lead, explores new challenges and meet the most important person in her life, herself – all with the support of girls and women who will be by her side every step of the way. Her next adventure starts with Guiding, does yours?

We are currently seeking a Unit Banking Clerk to bring out the extraordinary in our Unit Banking processes by supporting our volunteer members. If you love working with numbers as well as providing great customer service please read on...

As part of our Unit Banking team, you will process a high volume of transactions every day. You will need to ensure that all the accounts and receipts sent to you by our Unit Treasurers add up. If not, you will reach out and assist them to get things in order. With a high degree of patience, strong attention to detail, and a level head under pressure, you will be very successful in this role. Of course, if you are familiar with Girl Guides in Ontario, even better.

If this sounds like a perfect role for you, make sure that you have the basics before you apply...

### The Basics

- Diploma or Degree in related field (Accounting or Business Administration)
- Strong attention to detail in order to compare documents to spending guidelines to identify discrepancies in financial information
- Sound analytical skills in relation to numerical data
- Excellent customer service and communication skills, both verbal and written
- Ability to handle a high volume of work
- Ability to prioritize work received from multiple sources
- Proficiency in Microsoft Office including Outlook, Excel, Word, and Access
- Voluntary sector experience an asset.

### Final Details

- Full time role, starting immediately
- Located at 180 Duncan Mill Road, Suite 100, Toronto
- Office hours 8:30 to 4:15 M-F, 35 hours/week
- Reports to the Unit Banking Manager

If this sounds like a job that is tailor made for you, it is time to send us your story so that we can get to know you better.

Please submit your cover letter and your resume to [humanresources@guidesontario.org](mailto:humanresources@guidesontario.org) and use Unit Banking Clerk as the subject line. Deadline to apply is **Monday, September 23, 2019**.

We thank everyone in advance who takes the time to apply to this role, but unfortunately we will only be contacting those selected for an interview.

