

COMMUNITY LIVING OSHAWA/CLARINGTON

FULL TIME Financial Services Assistant

Location of Initial Assignment: 39 Wellington Ave. East
Hours of Work: 60 Hours in a two-week period
Rate of Pay: \$28.47 probation/ \$31.47 job
Date Posted: July 29, 2026
Closing Date: August 12, 2026
Posting: 26-NU-142

MISSION STATEMENT

CLOC is a charitable organization offering opportunities for personal growth, community inclusion and empowerment to people with developmental disabilities, and their families.

VISION STATEMENT

For all people to be included in a community where everyone lives, works, participates, succeeds and flourishes.

POSITION SUMMARY

Reporting to the Manager, Finance, this position assists with accounts receivable, accounts payable, month-end reporting and year-end preparation.

To ensure accounts receivable/accounts payable are processed in a timely manner, in compliance with accepted principles, practices and to increase the capacity of CLOC to facilitate outcomes.

Core Competencies: Communication, Customer Service, Interpersonal Relations and Respect and Results Orientation

Areas of Responsibilities: Invoicing, billing, fee for service, accounts receivables, collections, record keeping, reconciliations, accounts payable

Education and Experience:

- Preferably the incumbent will have a secondary education in accounting through an academic institution that is registered and regulated by the Ministry of Education.
- A minimum of five years financial experience in a fast paced, medium to large office environment.
- Proficiency of Microsoft programs including Word, Excel, Teams, PowerPoint and various Social Media platforms.
- Excellent organizational, time management and problem-solving skills are essential.
- Demonstrates assertiveness, poise, tact, and patience in interacting with others.
- Strong written and verbal communication skills

Other:

- Valid Ontario G Driver's License
- Police Record Check including the vulnerable sector

For further details on job specifications, please request job description. When applying for this position, please quote posting number and respond before the closing date. Applications can be submitted through email or in writing via the Internal Response to Posting (for internal candidates).

Human Resources via

Email: humanresources@communitylivingoc.ca
Mail – 39 Wellington Ave, East. Oshawa, ON L1H3Y1
Interoffice mail

PLEASE NOTE IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE YOUR APPLICATION IS RECEIVED BY HUMAN RESOURCES ON OR BEFORE THE CLOSING DATE.

A phone call to HR confirming your application is recommended.

C.L.O.C. is an Equal Opportunity Employer

We are committed to inclusive, barrier-free recruitment and selection processes and work environments.