



Administrative Accounting Assistant – Part Time (20hrs/Week) **Administrative, Great Team Environment, Flexible Hours**

Come join our team as our Administrative Assistant specializing in Accounting. Come work for an organization serving our community preventing abuse and developing awareness through education and social media.

The Company:

Safe Haven is a non-profit charitable organization that provides emergency shelter, public education and diverse, non-judgmental support services for women, children and men in the community in order to stop the cycle of violence.

The Position:

Safe Haven has a budget of approximately \$1 million/year. Reporting to the Executive Director & Board of Directors, this position is responsible for all bookkeeping and financial duties related to the society along with other administrative functions. We're looking for someone with a certificate/diploma in Accounting/Finance or Office Administration (related experience or education will be considered). 1-2 years of related experience would be an asset.

The Benefits:

- Monday to Friday schedule leaving your evenings and weekends free
- Flexible Schedule
- Paid Holidays and Flex Time

The Location:

Safe Haven is located in the wonderful town of Taber. Taber is famous for our corn, large amounts of sunshine, beautiful surrounding farmland and a welcoming small town atmosphere. Located 50 km east of Lethbridge and 115 km west of Medicine Hat, you'll love interacting with the 8500 people in the area.

Why should you apply?

You want secure, permanent employment!

You want a schedule that allows you to work and live your life!

You want to use your office and financial skills on a daily basis!

You want to work with a great team and love going to work every day!

Interested?

We're glad to hear that! Forward your resume to our Executive Director by emailing it to:

director@tabersafehaven.ca

Make sure you do it soon! This job closes on Sunday, March 17, 2019.