



Community Living St. Marys & Area

Job Posting - Due to a Retirement Community Support Administrative Assistant Full Time, 32 hrs/week

Posting: August 17th, 2026 until Noon, August 31st, 2026 Pay rate: \$24.64-\$27.42/hr Start date: Immediately

Job Responsibilities	Experience/Education Requirements
• Process and assist with bi-weekly payroll • Create and maintain employee files according to policy • Prepare and Issue ROEs • Enter, check and process accounts payable and accounts receivable and invoicing • Passport funding processing • Bank Deposit preparation and bank run with AR Posting • Audit employee files • Adhere to all policies and follow established procedures • Greets and directs visitors at the office • Works collaboratively with internal and external partners • Weekly mail pick up and delivery • Perform other administrative duties as assigned	• Degree/Diploma in office administration or equivalent is an asset • Accounting and/or bookkeeping courses or experience is an asset • Experience in an office setting • Experience with payroll and accounting systems; AR, AP, Invoicing • Knowledge of Microsoft Office Suite and Google Docs/Drives, Adobe Pro • Knowledge of the Inclusions System database is an asset • Must be able to lift 20 lbs • Clear written and verbal communications • Excellent attention to detail • Good time management and organizational skills • Reliability and professionalism with proven track record • Able to deal with people sensitively, tactfully, diplomatically and professionally at all times • Valid G license, insurance and access to a reliable vehicle required • Current (within 6 months) Vulnerable Sector check

How do I apply for this great opportunity?

Apply with your cover letter and resume to the Hiring Committee by email: hrclsma@clstmarys.ca.

We thank all applicants, however, only those selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Community Living St. Marys & Area will make every effort to accommodate applicants with disabilities in its recruitment process.

**While transcripts are not required for the interview, they are mandatory prior to an offer of employment.*