

HIRING AS SOON AS POSSIBLE:

PART-TIME CLERICAL OR ACCOUNTING ASSISTANT

Nature of the Work: The Administrative Manager of the Organic Farm is seeking assistance with data input for Simply Accounting. The role will be to work under supervision to use the Simply program/ protocol for tracking Revenue/ Expenses in order to ensure the data is recorded in a timely manner to prepare monthly financial statements and year-end financial reports.

Time Required: The position is a part-time, hourly, permanent position between 12 – 20 hours a week. Preference will be given to a person knowledgeable in Simply Accounting programs and practices. However, a person with clerical experience and not Simply may be suitable for the day to day tasks under supervision. Since there is a backlog of data, which needs to be addressed, **the early weeks for this position will involve as many hours as possible, given the availability of the applicant.**

Schedule: the schedule can be flexible; for example, evenings or week-ends or some days and not others; the actual schedule and initial orientation will be arranged between the Applicant and Administrative Manager. Initially, the work must be performed on site at the Organic Farm.

Compensation. If you are a person who is mainly interested in accessing healthy vegetables, we can have a conversation about vegetables for work. However, if you are seeking paid employment, the hourly rate is between \$12.00 and \$15.00/ depending on experience and knowledge of Simply/ plus 4% vacation pay, paid bi-weekly.

Send letter of introduction to: organicfarm@nl.rogers.com

Closing Date: Saturday, July 15th, 2017.

Attention: Melba Rabinowitz, Co-Owner