



Houselink Community Homes is a leader in the field of supportive housing and recovery for people living with Mental Illness. We have the following opening for individuals interested in joining our progressive workplace:

Tenancy Assistant / Accounts Receivable **Part time 1 day per week (Wednesday only)**

This position requires understanding and working knowledge of ACCPAC.

Responsibilities

Carry out assigned aspects of RGI rent collection from income verification through preparation of deposits; and data entry.

Skills, Knowledge and Experience Required

- ability to work and communicate with staff and members from diverse backgrounds
- ability to learn & implement procedures and guidelines
- ability to evaluate systems and suggest improvements
- understanding of general accounting principles and accounts receivable
- Rent Geared to Income and other relevant rent calculations
- knowledge and experience with Access and ACCPAC for Windows,
- knowledge and experience with spread sheet, word processing and data base programs

For more information about this position, see the complete job description at:
www.houselink.on.ca/career

Salary is paid hourly \$19.94 /per hour

Apply in writing, Quoting File TAR224 by August 10, 2010
Hiring Committee, Accounting Staff
Houselink Community Homes
805 Bloor Street West
Toronto, ON M6G 1L8

No phone calls please. Only those selected for an interview will be contacted.

Applications are encouraged from psychiatric survivors, Aboriginal people, people with disabilities, people of colour, women, gays and lesbians.