



FOCUS Accreditation is growing! We are currently seeking a highly detailed and organized individual to complement our current Administrative and Executive Assistant role at our main office, with added responsibilities around systems, bookkeeping and finances.

Job Summary

Looking for a responsible, energetic, proactive, and positive individual to join our team:

This position requires:

- Ability to work independently with limited supervision
- Strong working knowledge of QuickBooks Accounting Software
- Strong skills in MS Office
- Strong skills in systems
- Learns quickly and can easily adapt to various duties
- Multi-tasking and ability to prioritize with strong organizational skills
- Excellent written and verbal communication skills

Travel may be required for this position.

Responsibilities and Duties

This part-time position (3 days) reports directly to the Executive Director and will provide support for all aspects of our accreditation processes, client support, systems review and implementation and quality assurance within our own organization.

Qualifications and Skills

Knowledge and proven experience of Quickbooks, Excel, Word, Publisher, (Microsoft Office)

Office work experience is required.

Closing Date: January 5 , 2018. If you meet the entrance criteria, hold similar values of FOCUS Accreditation and are looking to join a dynamic team that works hard to empower and support organizations in the human services sectors, please email only (no phone calls) your resume and cover letter to Cheryl Whiteman, Executive Director (cheryl@focusaccreditation.org).

We thank all applicants for their interest; however, only those applicants under consideration will be contacted.

www.focusaccreditation.org