



JOB POSTING

JOB TITLE: Finance Clerk
REPORTS TO: Finance Manager
COMPETITION NUMBER: 2025 – 17
WAGE: \$18.20 PER HOUR
DURATION: 8 WEEKS
POSTING DATE: APRIL 29, 2025
CLOSING DATE: MAY 13, 2025

THIS IS A FULL-TIME TEMPORARY YOUTH CANADA SUMMER JOBS POSITION (FOR EIGHT (8) WEEKS)

The goal of the contract is to expose the student to multiple areas of the Finance department within the organization and the not-for-profit / public sectors in general. From an understanding of Rent calculations and requirements for RGI eligibility, to receivables and payables entries, to Balance Sheet/Income statement analysis and Bank Reconciliations, to accounting for Capital Funding.

Who We Are: London & Middlesex Community Housing (LMCH) provides 3,282 housing units across 32 properties to more than 5,000 people. Those who call LMCH home are a diverse cross-section of individuals including families, seniors, adults, and new Canadians, all of whom are living with limited income. At LMCH, we believe that housing is the foundation of a better tomorrow.

Mission: LMCH provides and maintains homes in a safe and supportive environment to meet the needs of the people we serve in our communities.

Vision: LMCH envisions healthy homes and communities in London and Middlesex. Leading by example, LMCH will help make a difference and positively impact lives using housing as the foundation.

LMCH Values:

To	Collaborate
To be	Accountable
To be	Responsive
To promote	Equity



1. PURPOSE OF THE JOB

LMCH is looking for a strong youth Canada Summer Jobs applicant whom will be assisting the Finance department as a Finance Clerk.

Working in the Finance department is fast paced and requires equal attention to both timeliness and accuracy. Considerable knowledge of, and ability to apply basic accounting principles, as well as working with Public Sector Accounting guidelines and regulations with minimal direction is expected.

2. DUTIES & RESPONSIBILITIES

- Utility Spreadsheet for multiple Vendors (Electricity, Gas and Water and water heater rentals) – Weekly - could end up being daily.
- Compile check prepare for courier or mail and prepare bills of lading
- Visa spreadsheet – sending to individual employees
- Printing invoices – Admin invoices in Particular
- Enter invoices into P2P and work on the AP inbox
- Check invoices against PO/ WOs
- Prepare invoices for Tenant Damages
- Assist on Entering online Tenant payments and learn the back up on the Front Desk coverage (Purpose of this is how rent is calculated etc.)
- Help AR update rent café for former Tenant
- Help apply record/ write former tenant files
- Assist AR with setting up Tenants EFTs
- Assist with Stats Canada surveys and government reporting such as Grant
- Assist with Balance sheet account analysis
- Filing and any other duties that may be assigned by the Finance Manager

3. ELIGIBILITY:

To be eligible to participate in the Canada Summer Student Program with LMCH you must:

- Be available to work for the full eight-week program
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.
- Be between 15 and 30 years of age at the start of your employment.



Please note that international students and other temporary residents of Canada are not eligible to participate in the program.

4. WE CARE PHILOSOPHY:

The incumbent contributes and supports the overall culture and working environment of the agency by:

- Having a working knowledge of cultural, social, and demographic patterns relating to vulnerable priority populations.
- Committing to harm reduction and low-barrier service, as well as non-violent crisis intervention, de-escalation, and supporting citizens.
- Committing to work in a diverse, interdisciplinary setting.
- Understanding and being sensitive towards the belief systems of other groups, the complexity of those facing poverty, and their individual unique strengths and needs.
- Setting an example of a strong work ethic and positive team attitude.
- Working with diverse communities with sensitivity, creativity, innovation, language, and cultural understanding in a non-judgmental manner.

5. WAGE:

Hourly wage of \$18.20 per hour for 8- 35 hour work weeks.

Normal working hours are 8:30 A.M. to 4:30 P.M. Monday to Friday.

WHAT'S NEXT:

Once you apply, we will review your resume and cover letter to determine if your skills and experience match the qualifications for the role.

Only qualified candidates will be contacted for next steps.

If you move forward, the process may include an interview, written/practical test, and reference check.

Here is your chance to bring your knowledge and expertise to our team and contribute to providing improved LMCH communities. When submitting your



cover letter and resume, be sure to tell us about your skills and qualifications that are a match to those specified in the job posting.

A cover letter and resume must be received by 4:30 PM, MAY 13, 2025.
Late applications will not be considered.

Please send your cover letter and resume to the attention of:

Spencer Harrold
Human Resources Assistant
London & Middlesex Community Housing
1299 Oxford Street East, Unit 5C5 London, ON, N5Y 4W5
E-mail: employment@lmch.ca

London & Middlesex Community Housing (LMCH) is committed to equity in employment. Our goal is a diverse, inclusive, and barrier-free workplace that reflects the communities we serve.

We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005. Please advise if you require an accommodation during the selection process.

Thank you for your interest in London & Middlesex Community Housing!