

Full-time position available: Administrative Finance Officer

Salary \$17.00/hr

29.5 hours a week (Monday to Thursday 9:30am to 4pm & Friday 9:30am to noon)

Miriam Centre, a Christian ministry, is seeking a compassionate pro-life person whose primary responsibility will be to help pregnant women and their families. **Must be fluently bilingual (oral and written)** and possess computer skills (Word, Excel) and accounting skills (QuickBooks, basic knowledge of bookkeeping and knowledge of a database).

Please submit your resume to: Nicole Beaudin at: dir.centremiriam@gmail.com

For more information and job description: <https://miriamcentre.ca>