

**Full-time position: Administrative Finance Officer for Miriam Centre**

**Salary \$22.00/hr** 31.5 hours a week (Monday to Thursday 9:00am to 4pm & Friday 9:00am to 12:00)

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 bilingual (French and English) and possess computer skills (Word, Excel) and Accounting skills (QuickBooks, basic knowledge of bookkeeping and knowledge of a database). Only those candidates under consideration will be contacted.

Please submit your resume to: Nicole Beaudin at: [dir.centremiriam@gmail.com](mailto:dir.centremiriam@gmail.com)

For more information and job description: <https://miriamcentre.ca/wp-content/uploads/2022/10/Job-Description-Administrative-Accounting-Officer-2022.pdf>