



South Simcoe Arts Council

Office Location

41 Victoria Street East
Alliston, Ontario L9R 1T7

705.435.2378

Mailing Address:

Box 313
Alliston ON L9R 1V6

www.southsimcoeartscouncil.com
info@southsimcoeartscouncil.com



YOU can help!
Charitable #
839954559RR0001

*Cash, Cheques, Visa & Mastercard
accepted*

*Please make cheques payable to:
South Simcoe Arts Council*

Project Manager, Point of Sale Process for Gift Shop Made possible by Canada Summer Jobs

The South Simcoe Arts Council is prepared to engage a university student with experience to assist with a cost effective solution for a point of sale process that could ideally be integrated to work with our Ciniki.com software, for artists, that encompasses inventory, risk management and processing of all Gift Shop (artists) sales in the South Simcoe Arts Council not for profit, charitable status Gift Shop. Alternative cost effective solutions may have to be utilized. The objective is to simplify our accounting processes and establish procedures for volunteers and others to process inventory and sales transactions to a successful completion.

Qualifications:

Post Secondary Education or equivalent experience in an accounting / commerce field
Team player who is open to new and imaginative approaches to work related issues.
Superior organizational and time management skills
Superior oral and written communication skills
High degree of initiative and resourcefulness
Proficiency in software programs compatible with Mac computers
Ability to handle private and confidential information with diplomacy and tact
Flexibility to work limited evenings and weekends
Valid driver's license

Responsibilities:

The person will report to the Executive Director, and work closely with an experienced Software Developer, other team members and volunteers. Primary focus of this one time position will be an opportune learning experience for future employment opportunities in the field.

To implement the point of sale process in a manner, which simplifies our accounting processes and further, establishes easily understood procedures for our non profit charitable umbrella organization. The process must provide for incomplete or inconsistent transactions and an opportunity to review and establish inaccuracies and correct data.

We need to identify Petty Cash, as well as the sale and redemption of Gift Certificates; to accommodate for credit card transactions, debit, cash, cheque, online and E transfer payments. Manual corrections are to be addressed.

Start Date: Monday, May 29, 2017 12 weeks 35 hour week \$13.00 per hour

The South Simcoe Arts Council, P.O. Box 313, Alliston, ON L9R 1V6

Email: info@southsimcoeartscouncil.com

We thank all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please.