



Nova Scotia/Nunavut Command
The Royal Canadian Legion

61 Gloria McCluskey Avenue
Dartmouth, Nova Scotia B3B 2Z3

Tel: 902-429-4090

Fax: 902-429-7481

Email: info@ns.legion.ca

ns.legion.ca

All Branch Mail Out # 15

Date: March 25, 2022

TO: NS/NU Branches
NS/NU Executive Council
NS/NU Zone Commanders
NS/NU Past Presidents
NS/NU Command Staff

From: Comrade Valerie Mitchell-Veinotte
Executive Director
NS/NU Command, RCL

Subject: NS/NU Command Employment
Opportunity

Message:

Comrades: Please find attached an employment opportunity posting for the position of NS/NU Command Bookkeeper/Office Clerk. Expected start date is beginning of June. Kindly give this notice widest distribution. Thank you.



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NOVA SCOTIA/NUNAVUT COMMAND
THE ROYAL CANADIAN LEGION

Position: Bookkeeper/Office Clerk

Summary:

Reporting to the Executive Director, Nova Scotia/Nunavut Command Bookkeeper/Office Clerk records, maintains and verifies all financial transactions, generates internal reports, is responsible for the supply of goods and materials to NS/NU Command Branches, general administrative tasks, substitutes for the Administrative Assistant when required and other duties as assigned.

Competencies/Qualifications:

3-5 Years of previous work experience
Demonstrated competence in Sage Simply Accounting
Intermediate MS Office skills including Excel
Order filling, light shipping and receiving
Strong organizational, planning, analytical and problem-solving skills
Strong attention to detail and ability to meet tight deadlines
Maintain confidentiality
Excellent communication and interpersonal skills
Flexibility to work additional hours occasionally
Willingness to support the values and growth of The Royal Canadian Legion
Training specific to the role will be provided

Working Conditions:

Experienced, professional staff working in support of goals and objectives of Nova Scotia/Nunavut Command of The Royal Canadian Legion. Nova Scotia/Nunavut Command offers competitive salaries, matched RRSP, paid sick time and paid time off over the December holiday season. Regular office hours are 6.5 daily, M-F 8:30-12:00 and 1:00-4:00pm. Some flexibility in hours of work can be accommodated, time off in lieu of any additional hours worked. Office located on Gloria McCluskey Ave., Burnside, Dartmouth, on transit routes with ample free parking.

Apply:

By forwarding cover letter and resume **as pdf attachment with your name in the subject line** by e-mail to:

info@ns.legion.ca

Applications submitted other than as specified will not be considered. Do not utilize a job reference number when applying.

Application deadline 4:00 pm April 28 2022.

Candidates selected for interview will be contacted.