

## **Position Title: Site Auditor**

**Location: Summerside, PE**

**Part-time Position**



### **The Opportunity**

We are currently accepting applications for the position of Site Auditor at our Summerside location. The Site Audit department is responsible for revenue and compliance audits, and accounting support for the site. Accounting duties include creating revenue journal entries, reconciling transactions, payroll support and many other duties.

### **Skills & Knowledge**

The ideal candidate will possess:

- A post secondary education in an Accounting course or a combination of equivalent work experience and education.
- Minimum of 2 years experience in Finance or Business environment.
- Strong organizational, time management, planning and communication skills.
- Strong mathematical and analytical skills.
- Strong working knowledge of Microsoft Office Products and exposure to accounting or payroll software.

To express interest in this opportunity, please submit your resume, with covering letter indicating the position to:

#### **Red Shores**

21 Exhibition Drive

Charlottetown, PE C1A 9S8

Email: [redshoresresumes@alc.ca](mailto:redshoresresumes@alc.ca)

Fax: 902-620-4242

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*