

# Data Entry Assistant



At Lions Foundation Canada Dog Guides (LFCDG), we help people with medical or physical disabilities lead independent lives by providing them with a dog guide at no cost to support them in their daily lives. The school is unique in offering seven programs serving 150-200 new clients annually and supporting over 1100 active clients.

## Our Values:

**Integrity**

**Diversity & Inclusion**

**Excellence**

**Empathy**

**Respect**

## The Opportunity:

This position supports and reports to the Director of Finance, Operations and IT and will be responsible for accurate data entry to our donor database software. Ensuring data integrity and reliability are key components of the role. This position will work in close collaboration with our full-time accounting staff.

## Key Areas of Responsibilities:

- Entry of donor data into Salesforce, and other software as directed by the direct manager
- Maintain data entry requirements by following program techniques and procedures
- Prepare and distribute tax-receipts
- Verify the entered donor information to avoid duplicate data
- Contribute to the team effort on data processing projects
- Complete administrative and filing duties as required
- Perform miscellaneous other accounting duties, as assigned by the direct manager
- Adhere to all policies regarding the integrity, security, and appropriate use of information pursuant to wishes of all constituents, ethical practice, and relevant privacy legislation

## You will bring to the opportunity:

- A minimum of one year of data entry experience
- Detail-oriented with strong organizational skills
- Attention to detail
- Strong communication skills, written and verbal
- Ability to accurately input high volumes of transactions
- Diligent data entry and data scrubbing skills
- Demonstrated proficiency in Excel and Microsoft Office
- Experience working with a not-for-profit Customer Relation Manager (CRM) software (an asset)
- Knowledge of Salesforce (an asset)
- Demonstrated ability to work independently and as part of a team with minimum supervision
- Comfortable and familiar with dogs

Send your resume and a cover letter stating why you are interested in this role by November 25, 2022, to [hr@dogguides.com](mailto:hr@dogguides.com). Please quote the job title in the subject line.

**Hours of work:** Monday to Friday, 8:30AM to 4:30PM with one hour of unpaid lunch

**Location:** On-site in Oakville, ON

**Salary:** \$18.68/hr - \$21.98/hr

*Lions Foundation of Canada Dog Guides is committed to employing people from diverse backgrounds, and we actively demonstrate inclusiveness through fair, equitable and accessible hiring practices. We recognize the strength of different experiences, backgrounds and perspectives and welcome candidates who identify as visible minorities, Indigenous people, persons with disabilities, and persons within the LGBTQ+ community. We feel it is important as an organization that all people have access and opportunity to be employed, to be valued and to be respected. Accommodations for job applicants with disabilities will be provided upon request during the recruitment, assessment, selection and placement process. Alternative format available on Request.*

*We also require all candidates to be double vaccinated for COVID-19 coronavirus. Employees are required to administer self-assessments and rapid antigen tests every other day. Tests and masks are provided by the employer.*