

MEMO

DATE: July 04, 2023
TO: Finance and Administrative Services
FROM: Tara Vicckies, Manager, Operational Accounting
SUBJECT: Appointment of Kaleigh Quinn to Accounts Receivable Officer

I am pleased to announce that Kaleigh Quinn was the successful candidate for the position as Accounts Receivable Officer with the Accounts Receivable Team, effective July 04, 2023.

Kaleigh is covering as an Appendix D support role for 14 months, while Michelle Silins is on maternity leave starting July 31, 2023.

Kaleigh is a graduate of Algonquin College with an Advanced Diploma in Business Administration - Accounting, and has been working at a local graphic design company as their Accounting Assistant for the last 10 years.

Please join me in wishing Michelle all the best with her growing family and in welcoming Kaleigh to the Finance Team!