

# MEMO

**DATE:** November 20, 2023  
**TO:** Finance and Administrative Services  
**FROM:** Tara Vicckies, Manager, Operational Accounting  
**SUBJECT:** Appointment of Ruth Read to Accounts Receivable Officer (Appendix D)

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I am pleased to announce that Ruth Read was the successful candidate for the position as Accounts Receivable Officer with the Accounts Receivable Team, effective November 27, 2023.

Ruth is covering as an Appendix D support role until the end of August 2024, while Michelle Silins is on maternity leave starting July 31, 2023.

Kaleigh Quinn previously held the temporary role until her successful appointment to the permanent full-time position of Accounts Receivable Officer effective 25 September 2023.

Ruth has her Bachelors degree from Trent University and for the past 8 years has been working at the *Compass Early Learning and Care*, as their Financial – Coordinator for Peterborough and Northumberland.

Please join me in welcoming Ruth to the Finance Team!