



**JEWISH CHILD AND FAMILY SERVICE**  
Strengthening Lives in Keeping with Jewish Values

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### **Accounting Clerk (0.8 FTE)**

#### **WHO WE ARE:**

Jewish Child & Family Service (JCFS) is a client-centred non-profit social service agency, located in Winnipeg, Manitoba, offering a wide variety of supports. Our services include, but are not limited to, Addictions Services, Older Adult Services, Child Welfare, and Mental Health Supports.

JCFS has a supportive work culture. We provide a competitive salary, vacation time, health and dental benefits, pension, mental wellness supports, and professional development opportunities. We are committed to community involvement. We strengthen lives in keeping with Jewish values.

#### **THE ROLE:**

The Accounting Clerk is responsible for assisting the Director of Finance with the day-to-day financial responsibilities of the JCFS office. You are responsible for maintaining timely, efficient, and accurate financial records and payments for the overall operation of the office.

This role is 4 days per week. There may be some evening hours required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assist Director of Finance by performing day-to-day financial bookkeeping tasks, including but not limited to preparing payroll and managing payroll records, recording financial data in Sage, preparing direct deposits and cheque runs, reconciling balance sheet accounts, preparing invoices, and tracking receivables, and archiving paid files
- Execute financial tasks for agency programs (e.g., Financial Assistance expenses, Holocaust program financial supports, Counselling program billings, etc.)
- Work with Administration Team to assist with donations and receipting
- Other duties as assigned

#### **YOUR FIT:**

- Minimum of 3 years experience in bookkeeping, accounting, or financial administration
- Post-secondary diploma in related field (i.e., Accounting, Finance, Bookkeeping)
- Proven experience using various financial management systems such as Sage, Raiser's Edge, and Access
- Clear communicator and team player
- Able to prioritize competing tasks and meet deadlines effectively
- Extremely organized, detail-oriented, and able to keep meticulous records
- Good knowledge of the Jewish community or willingness to learn

**SALARY RANGE:**

\$38,0000 - \$42,000 per year

**GET IN TOUCH:**

Please send your resume and cover letter directly to Steven Bernstein, Director of Finance, at [sbernstein@jcfswinipeg.org](mailto:sbernstein@jcfswinipeg.org).

Feel free to visit our website at [www.jcfswinipeg.org](http://www.jcfswinipeg.org) or follow us on social media (@JCFSWinnipeg) to learn more.