

Position: **Accounting Clerk**

Office Location: 5987 Bathurst St, Toronto, M2R 1Z3

Job Type: Full Time (40 hr/wk.)

Organization: Jewish Russian Community Centre of Ontario (JRCC)

The JRCC Accounting Department is looking for an energetic and experienced accounting clerk to join our organization. The role requires a strong sense of organization, excellent communication skills, punctuality and time management acumen.

**Responsibilities:**

- Create obligations in the database
- Receive and record payments
- Count and record received funds from organization departments
- Process credit cards
- Process pre-authorized payments
- Keep track and deposit post dated cheques
- Record payments in the database
- Create deposit report in the database
- Deposit money and cheques in the bank
- Scan deposit reports
- Print receipts
- Create changes and/or adjustment to past obligations and deposits
- Communicate with other departments on returned cheques and/or declined card transactions
- Communicate with clients about returned payments or debt
- Perform any other office related task that may be required from time to time (scan, file, print, etc.)
- Assist in various clerical and admin tasks as needed
- Enter deposit summaries and deposit adjustments to Quick Books (QB)
- Enter invoices, verify, and enter to QB
- Enter payroll related data

**Requirements:**

- Minimum of 3 years of experience in a similar role – a must
- Fluent English – writing, speaking, reading– a must
- Russian, Hebrew speaking – very strong asset
- Excellent ability for independent work, time management, and initiative
- Excellent organization, punctuality, attention to details, and patience
- Excellent computer orientation and knowledge: Outlook, Word, Excel and databases

Please send your resume to: [resume@jrcc.org](mailto:resume@jrcc.org)

Only relevant candidates will be contacted. No phone calls please.