

Position: **Bookkeeper**

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 bookkeeper to join our organization. The role requires a strong sense of organization, excellent communication skills, punctuality and time management acumen.

### **Responsibilities:**

#### **Accounts Receivable**

- Verify daily deposits and reconcile them with the bank
- Set up monthly payments on the online banking website (Royal Express)
- Enter Donation in Kind and payroll summary to QB

#### **Account Payable**

- Review current and outstanding invoices
- Make payments by cheques, credit cards, or internet banking

Reconcile A/P every month

#### **General Ledger**

- Reconcile all bank accounts and make end of month/year adjustments
- Analyze all revenue and expense accounts
- Keep track of funds, grants, and reports
- Prepare and submit all government documents including but not limited to quarterly

#### **HST remittance**

- Prepare new year budgets

- Maintain financial records on QB
- Reconcile all payroll related data
- Create year end file for annual audit
- Provide full and accurate information to year-end auditor

**Requirements:**

- College Diploma or certificate in bookkeeping or a related field – a must
- 5+ years of experience in a similar role – a must
- Strong Quick Books software skills – a must
- Fluent English – writing, speaking, reading– a must
- Russian and/or 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.