

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
- Create a deposit report in the database
- Deposit money and cheques in the bank
- Scan deposit reports
- Print receipts
- Create changes and/or adjustments 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)

Requirements:

- Minimum of 3 years of experience in a similar role – a must
- Fluent English – writing, speaking, reading– a must
- Russian, Hebrew speaking – a 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: hr@jrcc.org

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

JRCC is an equal opportunity employer, and we welcome applications from people with disabilities. Accommodations during the application process are available upon request.