

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)

Report to: Chief Operating Officer

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**

- Enter deposits summary and deposit adjustments summary, print GL Double Entry Audit
- List, verify and post into the accounting system
- Verify daily deposits printout and reconcile daily deposits with the bank
- Set up on internet banking monthly payments (Royal Express)
- Enter in the accounting system Donation in Kind and monthly payroll adjustments

**Account Payable**

- Enter invoices, verify and post into the accounting system
- Review current and outstanding invoices
- Issue Cheques
- Make payments using the internet banking
- Print Aged Trial Balance
- Reconcile A/P on monthly/yearly basis

**General Ledger**

- Reconcile all bank accounts and make end of month/year adjustments
- Analyze all revenue and expense accounts
- Monthly financial statements
- Keep charts of funds, grants and reports
- Prepare and submit all government documents: Quarterly HST remittance; T4, T4A, EHT; Record of Employment
- Participate in a new year budget preparation
- Maintain the financial records of the company using bookkeeping software
- Import and export files between the payroll website and the accounting software
- Enter & reconciliate data payroll related

**Requirements:**

- College Diploma or certificate in accounting or related field – a must
- Minimum of 3 years of experience in a similar role – a must
- Strong accounting software skills – 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.