

Job Posting for the General Council of Winnipeg Community Centres

Position: Bookkeeper

GCWCC's primary purpose is to function as the central resource for all City of Winnipeg Community Centres and to facilitate cooperation and communication among the volunteer boards, and between the Community Centres and City administration.

Be a part of the exciting future of Community Centres in the City of Winnipeg! We are looking for our next high performing, detail orientated team player.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check.

ABOUT YOU

- You are high performing, high energy and like to take charge of getting things done!
- You are detail orientated and thorough.
- You thrive on organizing, coordinating, and creating the better way to accomplish objectives.
- You are extremely fast at solving problems.
- You want to do whatever is necessary to support the team.
- You have a passion for not-for-profit organizations.

JOB DESCRIPTION

Bookkeeping:

- Provide full cycle accounting including accounts receivable, accounts payable, payroll, reconciliations, and government remittances
- Develop and maintain accounting best practices and accounting SOP's
- Experience with a payroll service provider
- Prepare reports and analysis as requested
- Ensure integrity of confidential information
- Ensure correspondence is filed in a timely manner to ensure up to date filing systems are maintained.
- Responsible to work closely with auditors

QUALIFICATIONS

- At least 3 years of full-cycle bookkeeping experience
- Experience using Sage50 Canadian Edition
- In-depth knowledge and proficiency with Microsoft Office 365
- Highly organized with extreme attention to detail and excellent communication skills
- Certificate / Diploma in Business Administration
- Self-directed with the ability to work with minimal supervision
- Experience with Federal and Provincial grant programs an asset

Application deadline: 2021-01-22

Job Type: 30-35 hours per week

Salary based on experience

Benefits:

- Casual dress
- Benefits
- On-site parking