



CCMBC LEGACY FUND

Ministry-Focused Financial Services

CCMBC Legacy Fund Inc. (Legacy) is seeking a permanent, full-time Accounting Analyst to join our team at our head office in Winnipeg. We offer competitive remuneration and a comprehensive benefits package including group health insurance and matching pension contributions.

Position Information

POSITION TITLE:	Accounting Analyst
REPORTS TO:	Controller
TERM:	Permanent
FTE:	1.0

Key Responsibilities

Financial Accounting

- Assist Controller with accounting entries and analysis as needed.
- Prepare accounting entries to ensure accurate account balances in assigned departments and companies. This includes taking initiative in communication with personnel involved in the operations and appropriate stakeholders.
- Prepare and file GST, QST, and other returns as required for all entities.
- Prepare monthly accounting entries, and review, and analyze general ledger accounts.
- Maintain capital asset ledger.
- Support in the preparation of year-end financial statements.
- Assist in preparation for the annual year-end audit process including communication with auditing firm.
- Other duties as assigned.

Other

- Strong team player with members of the accounting team and other staff.
- Possess strong working skills and experience with database management.
- Assist with the financial maintenance and improvement of GP Dynamics, including support in developing new processes, controls, reporting and analysis.
- Participate in special projects with the Controller and other members of the team.

Professional/Technical Background

- Undergraduate degree in business, finance or accounting or a suitable combination of formal accounting training and work experience.
- Enrolled in the CPA program preferred.
- Knowledge or ability to achieve advanced Excel and Access skills.
- Working knowledge of Microsoft Dynamics GP and Microsoft Office suite.
- Knowledge of email/calendar software.



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Skills and Attributes

- Christ follower with a desire to serve through this ministry.
- Strong analytical skills and attention to detail.
- Ability to take initiative and adapt to a changing work environment.
- Ability to work independently, and as part of a team.
- An active member of an MB, evangelical, or Anabaptist church.
- Strong communication skills.

About CCMBC Legacy Fund

Legacy is a Canadian registered charity, serving more than 230 churches, 1,000 employees, and the partner agencies of the Canadian Conference of Mennonite Brethren Churches (CCMBC). We provide payroll and accounting services, administer CCMBC's national group health insurance and pension plan, and offer lending and investment services through our wholly owned subsidiary CCMBC Investments Ltd. Investment and lending activities are provided through Legacy's subsidiary CCMBC Investments Ltd. By investing in promissory notes, our investors provide the capital necessary for us to extend secured mortgages to our churches, pastors, schools, and camps, enabling them to have a presence in the communities they serve.

If you would like to be a part of this ministry, please send a resume with a cover letter explaining why you think you would be a good candidate for this role to legacyhr@mbchurches.ca.