

## Accounting Analyst

CCMBC Legacy Fund Inc. (Legacy), an associated charity of The Canadian Conference of Mennonite Brethren Churches (CCMBC), is currently seeking a highly dependable Accounting Analyst at our Head Office at 1310 Taylor Ave in Winnipeg.

This position is ideally suited for individuals who possess strong analytical skills, are detail-oriented and take initiative.

### Position Information

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|-----------------|---|
| POSITION TITLE: | Accounting Analyst (Junior)   |
| REPORTS TO:     | Accounting Manager  |
| TERM:           | Full-time, benefits, permanent with a three-month probationary period |

### Key Responsibilities

Duties required include, but are not limited to:

- Financial accounting:
  - Prepare accounting entries for-profit companies and particular departments within Legacy
  - Reconciliation, analysis and recommend corrections in AP and AR in CCMBC and Legacy
  - Bank reconciliations
  - Pre-paid expenses control and expense accrual
  - Capital assets processing
  - Analysis and reconciliation of the GL to different subledgers
  - Prepare and file GST and PST
  - Recording of flow-through donations
  - Donation receipts printing and re-printing
- Other:
  - Database maintenance
  - Support during audit season
  - Support to other members of the accounting team and finance department
  - Provide backup for members of the team as needed
  - Participate in special projects

### Qualifications

- Undergraduate degree in business or accounting or a combination of formal accounting training and work experience.
- Advanced knowledge of Microsoft Excel and strong knowledge of Microsoft Access
- Knowledge of GP Dynamics is an asset
- Preference will be given to candidates currently enrolled in the CPA program (PREP or PEP)



## CCMBC LEGACY FUND

Ministry-Focused Financial Services

### Attributes and Skills

We are seeking a Christ follower with a strong commitment to their local, evangelical church and who is in alignment with the Mennonite Brethren confession of faith. In addition, the candidate should possess the following skills and attributes:

- Strong analytical skills and attention to detail
- Ability to take initiative and adapt to a changing work environment
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to work independently, but also as part of a team
- Ability to maintain confidentiality

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](mailto:LegacyHR@mbchurches.ca) or contact Karen Alvarez at 204-669-6575 or toll free at 1-888-669-6575.