

Accounting Clerk

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

This position is ideally suited for individuals who give careful attention to detail, complete responsibilities in a timely manner, demonstrate critical thinking, and take ownership over their area of work.

Position Information

POSITION TITLE:	Accounting Clerk
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:

- Accounts payable – processing, coding if needed, and payment run (cheque and EFT)
- Accounts receivable – receiving funds from multiple streams (online banking, PayPal, credit card, cheque, etc.), processing deposits, payment entries, applying to invoices
- Donations – process donations from multiple streams (online, cheques, pre-authorized, credit cards, etc.), enter in accounting software, issue donation receipts and reports
- Balance select accounts in the General Ledger
- Provide back-up to other accounting staff as needed
- Assist with administrative tasks
- Other entries and duties as required, and special projects as assigned

Qualifications

- Minimum 2 years' experience in administrative office work. Willingness and ability to learn. Experience in accounting, A/R or A/P will be considered an asset.
- Proficient in Microsoft Office (Word, Excel, Outlook), ability to learn new software programs quickly. Knowledge of GP Dynamics is an asset.
- Experiences with donor databases and work in non-profit sector will be considered an asset
- Degree or certificate in accounting or related field is an asset



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 accuracy and attention to detail
- Excellent time-management skills and ability to increase efficiency
- Ability to multitask and prioritize work
- Self-motivated, striving for excellence, takes pride over a job well done
- Take initiative and adapt to a changing work environment
- Excellent oral and written communication skills
- Enjoys working independently, but also as part of a team
- Discretion in maintaining 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 or contact Karen Alvarez at 204-669-6575 or toll free at 1-888-669-6575.