



Accountant/Bookkeeper Youth for Christ Winnipeg Full-time, permanent

We are seeking a highly motivated and organized Christian leader for our Accountant/Bookkeeper position. This position is responsible for all accounting activities and financial reporting related to the operations of YFC Winnipeg, a non-profit organization.

Reporting to the Senior Director of Operations, duties include accounting (overseeing and participating in the daily accounting activities, including providing guidance and support to the Accounting Clerk when necessary), payroll (preparing payroll changes for bi-weekly pay runs and enter adjustments, overseeing the accounting administration of payroll , group benefits, and group retirement savings plan and accurate calculation of employee benefits/deductions and executing year-end Reporting and T4s for staff), financial reporting (monthly reporting and responding to accounting related queries from senior management and ministry directors), regulatory compliance (Ensure adoption and compliance with generally accepted accounting principles applicable to not-for-profit charitable organizations, compliance with Canada Revenue Agency standards and requirements for not-for-profit charitable organizations, proper accounting procedures for donations, managing collection, recording and verifying accuracy of charitable receipting and quarterly tax returns are prepared and submitted in a timely manner)

The ideal candidate will have a passion for the ministry of Youth For Christ, have post-secondary education in accounting/finance and a minimum of five years of related accounting experience, proficiency with Microsoft products; Excel, Word and Outlook and able to adapt quickly to other Accounting and Human Resource software systems, demonstrated ability to act proactively in identifying and analyzing issues and resolving problems, excellent interpersonal, communication skills and organizational skills, ability to prioritize work and scheduled activities, and exercise discretion when necessary and maturity and initiative to thrive and remain calm in fast-paced environment.

The ideal candidate will have understanding of missions work and knowledge of Youth for Christ and experience in not-for-profit and/or faith-based organization.

All staff of Youth For Christ Winnipeg must be practicing their Christian faith by being an active member of an evangelical church, have a Christ honouring testimony, and be in agreement with YFC's Statement of Faith and Community Commitments.

If you are interested in applying for this position, please submit your resume and cover letter to Human Resources at (hr@yfcwinnipeg.ca).