

Accounting Coordinator - 333 King St

YFC Winnipeg

Full-time - Permanent

Youth for Christ Winnipeg is looking for a highly motivated and organized individual to add their skills and experience in serving as the Accounting Coordinator to fulfill the mission of YFC by ensuring the successful execution of accounting activities and financial reporting related to the operations of YFC Winnipeg. Located at 333 King St, the Youth for Christ Winnipeg office is home to ministries that reach thousands of young people each year. Ministries operate throughout Manitoba as well as in the city of Winnipeg, and all are administered through the head office.

A successful candidate for this position will recognize first and foremost that they will play a significant and vital role in the success of YFC Winnipeg; what you will do here will have an important impact on the young people who engage with the ministries at YFC. If you are passionate about helping others, and want to use your experience, skills, and knowledge to support the ministry of YFC in changing the lives of youth, then this may be the position for you.

Responsibilities

- Accounting tasks including, but not limited to: Payables, Donation Processing, Cash Receipts, Credit Card Transactions, Deposits and more.
- Maintain up-to-date spreadsheet in Excel of current donors.
- Using bookkeeping software and maintaining donation/donor databases, ensuring that all financial records are complete and accurate.
- Assisting with audits, identifying and resolving discrepancies.

Requirements

- Maintain a close, intimate relationship with God as a devoted follower of Jesus Christ.
- Be an active participant in the life of a local church.
- Affirm and support our organization's Community Covenant and Statement of Faith, and be committed to YFC's mission.
- In depth understanding of Canadian accounting principles for non-profit organizations would be an asset.
- Associates Degree or Technical Certifications with major course work in bookkeeping or accounting would be an asset.
- Two years related experience (all accounting functions including payroll) would be an asset.
- Experience in using Microsoft Office, and have an ability to learn new software (Power Church & Silent Partner).
- Embrace YFC's core values with a strong heart for evangelism.
- Strong communication, organizational and administrative skills.
- Take initiative, pay close attention to detail, and be willing to adapt.
- Able to work well in a team as well as on your own.
- Ability to manage multiple projects and deadlines while maintaining high standards of quality.

For more information or to submit your resume and cover letter, please contact Human Resources at hr@yfcwinnipeg.ca.