



The **Schwartz/Reisman Centre and the Prosserman JCC (“the J”)** are vibrant and welcoming hubs that connect people to Jewish community and inspire meaningful and healthy lifestyles. As primary destinations of Jewish engagement, the J strengthens individuals and families through its dynamic program offerings.

The J programs, services and connections support a diverse and thriving Jewish community and provide a sense of belonging and identity. Through this work, the J models a world in which, more than ever, Jewish wisdom is valued; differences are respected; communities are built; creativity is encouraged; and aspirations are realized in exciting and powerful ways. Our Finance Department provides the backbone to the J. We are looking for a detailed oriented, efficient, organized **Accounting Administrator** to join our Finance team. This position will reside primarily in the Prosserman JCC Finance Office with approximately 1 day a week at the Schwartz/Reisman Centre.

ACCOUNTING ADMINISTRATOR

Role Summary:

Reporting to the Controller of the Schwartz/Reisman Centre/Prosserman JCC, the **Accounting Administrator** is responsible for processing all Vendor invoices and payments, managing petty cash at both centres, reviewing and updating membership forms and performing other accounting related tasks as needed.

Primary Responsibilities Include:

FINANCE:

- Review and input supplier invoices into MIP
- Manage invoice payment process by preparing semi-monthly cheque runs
- Manage Vendor accounts and relationships
- Collect and summarize monthly credit card statement receipts
- Manage and distribute petty cash for PJCC and SRC
- Review all membership agreement forms
- Update all change forms daily
- Maintain monthly changes (freezes etc.) in data base
- Reconcile daily deposits
- Disperse petty cash and refunds
- Various other tasks as assigned by the Controller
- Other accounting related activities as needed, e.g. during annual audit and other peak times and/or vacation coverage in department

GENERAL:

- Is a positive role model and influencer.
- Attends staff meetings and training.
- Participates in Manager on Duty program.
- Participates in SRC/PJCC community events.
- Assist with other Finance functions as required.



Prosserman JCC

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UJA FEDERATION
of Greater Toronto



Schwartz/Reisman
Centre

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Skills and Qualifications:

- University degree or College diploma in Accounting/Administration.
- Demonstrated experience using accounting software.
- Superior communication and English language skills –oral and written.
- Strong knowledge of Jewish culture, traditions, Israel and community a must.
- Ability to work a flexible schedule.
- Exceptional customer service skills and delivery.
- Detail oriented and ability to meet deadlines.
- Proficiency with Microsoft Suite Applications, including Outlook, Excel, Word, and PowerPoint.

#Embrace our core values:

Leadership– have the courage to shape a better future

Passion – ignite a spark in others to become better versions of themselves

Collaboration – be enthusiastic about the possibility 1+1=3

Creativity - be a fountain of new ideas and use your imagination to drive innovations to meet community needs and enhance the J experience

Relational - put human connections first and give people a deep sense of belonging to the and the community

Application Process:

We welcome all applicants. Accommodations during all phases of the hire process will be made wherever possible. If you are interested in and well qualified for this exciting opportunity please submit your resume in confidence via e-mail no later than **March 8, 2019** to Jeanette Hyde, H.R. Director jeanette@srcentre.ca. Please clearly state the job post title in your email.

We appreciate and thank you for your application, however we will only contact those candidates we wish to interview.