



# JCC FINANCE ADMINISTRATOR

POSITION TYPE: **PERMANENT FULL-TIME**  
LOCATION: **Prosserman JCC (Bathurst/Sheppard in North York)  
Schwartz/Reisman Centre (Bathurst/Rutherford in Vaughan)**  
GREAT PERKS: **Free Family Fitness Membership to our brand-new incredible facility; paid time off for Jewish High Holidays; Program Discounts; Dental & Medical Benefits; free onsite parking; working with a dynamic team within a supportive inclusive staff culture; a terrific opportunity to grow your career performing meaningful work!**

## The JCC's Vision & Purpose:

We have a tremendous opportunity for you to join our team and build your career with us. At our core, we believe in inspiring people to live the Jewish lives they want to live. Our dynamic team is guided by our mission: to build and sustain a caring and vibrant community hub that is welcoming to all and based on a solid foundation of Jewish values and with a strong connection to Israel.

## What We Do:

From daycare to seniors' programs, fitness to recreation, Jewish learning to holiday celebrations, and everything in between, the JCC provides life-changing programs infused with Jewish values that inspire and enrich our members and provide a best-in-class experience.

## The Ideal Candidate:

- At your core, you're a superb **community connector** with a strong flair for helping people and providing exceptional **customer service** and **efficient administrative support**.
- You have a degree/diploma and experience in in **business administration and/or finance**.
- Your **English language** skills are superior, verbal and written.
- You have demonstrated experience creating **reports in Excel** and a high comfort level working with **databases, financial software** and **project management technology**.
- You are exceptionally detail oriented and able to multi-task and consistently meet deadlines.
- **Jewish culture, traditions, and a connection to Israel** are evident in your passionate and friendly interactions.
- Moreover, you work collaboratively and are **team oriented**.

## Key Responsibilities include:

### 1. Accounts Payable

- Enter all information into MIP for all expenses
- Work well with finance team to perform miscellaneous AP tasks
- Communicate with department heads to ensure coding and approval is accurate
- Perform cheque runs

### 2. Membership Sales Administration

- Process Refunds
- Write off balances on accounts
- Process payments for balances on accounts
- Perform auditing – basic excel work for CSI audits, membership agreement and form audits
- Process free memberships (staff, daycare parents, Maccabi warriors, etc. )
- Process Freezes
- Credit cards updates

### 3. Room Bookings and Rentals and Theatre Rentals:

- Book rooms in EMS
- Ensure setups are inputted into EMS
- Run reports for Guest Services
- Assist with room inquiries excluding conference centre and theatre
- Organize room rental information in shared excel document
- Use excel to lookup prices to prepare invoices and send them out
- Send agreements to tenants/vendors



- Coordinate IT needs, set ups for tenants/vendors

#### **4. Registrar/Data Base Management/Web Site**

- Upload programs to web site
- Delete old programs
- Ensure web sites are up to date
- Assist with refunds, transfers, credits, pro-rate fees

#### **5. Other Duties**

- Process petty cash reimbursements.
- Perform other administration duties as assigned support the Finance department and other departments

#### **How to Apply:**

We welcome all applicants. 2<sup>nd</sup> dose Canada approved Covid-19 vaccine is a condition of hire. In accordance with AODA, accommodations during all phases of the hire process, and employment if hired, will be made wherever possible. Please let us know ahead of the interview if any accommodations are required. Please submit your resume in confidence via e-mail no later than December 23, 2021 to [\*\*elaine@prossermanjcc.com\*\*](mailto:elaine@prossermanjcc.com). Please state the job title in your email subject line.

**We appreciate your application, however we will only be contacting the candidates we wish to interview.**