



Volunteer Posting – Accounting and Administrative Assistant

Mennonite New Life Centre
Various Locations, Toronto ON

The Mennonite New Life Centre is a vibrant settlement agency for newcomers to Canada. The Centre provides settlement services, language instruction and child-minding, together with emotional supports, employment mentoring and opportunities for civic engagement.

Our mission is to facilitate newcomer settlement and integration through holistic services and community engagement, carried out within a gender justice and anti-oppression framework. With this aim, we are offering a volunteer internship program for internationally trained newcomers to Canada willing to use their professional skills to assist in the creation of community leadership and the implementation of group projects.

The Volunteer Accounting and Administrative Assistant will provide both accounting and administration support to the Interim Executive Director. This role will play an important part in maintaining the accounting and administration practices within the Centre. This is a four month internship, 16-24 hours per week. This volunteer position will support activities at our Queen Street sites.

Responsibilities:

- Provide support in the day-to-day administration work of the Centre
- Assist in benefits & pension reconciliation
- Assist in the processing Accounts Payable
- Assist in preparing weekly cheque requisitions
- Assist in preparing bank deposits
- Assist in completion of monthly reconciliation of bank statements
- Reception
- Filing and document management
- Office equipment maintenance
- Office supply procurement
- Other duties as assigned

Qualifications:

- Completion of diploma or degree in the accounting field either within Canada or internationally
- 1-2 years of experience, either within Canada or abroad, in business management, accounting or bookkeeping
- Strong computer skills in MS Excel 2007 or earlier and have some working knowledge of accounting software, either here in Canada or abroad.
- Good time management and organizational skills, ability to multi-task; self-motivated and is an effective team player; attention to detail is a must
- Bilingual in English and Spanish is an asset

The Mennonite New Life Centre is committed to equity initiatives. We encourage residents from the communities we serve, internationally trained professionals, newcomers to Canada and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to participate and self-identify.

Benefits of Volunteering at the Mennonite New Life Centre of Toronto:

We seek to provide meaningful volunteer opportunities that honour the ideas and skills of volunteers, while responding to the needs of the community and the mission of the New Life Centre. Volunteering at the New Life Centre offers you the opportunity to:

- Meet new people and build community connections
- Improve language and communication skills
- Develop new skills and gain experience in the field of Human Resources
- References

All interested volunteers can submit a letter of interest along with a copy of their resume to volunteer@mnlct.org
Attn: Human Resources. Application deadline is February 10th, 2012.