



**Job Posting – Accounting Clerk**  
**Mennonite New Life Centre**  
**1774 Queen St E, 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.

The Accounting Clerk role will offer accounting and general office support mainly at our Queen Street location (1774 Queen St). This position is a part time position, at 24 hours per week, for 51 weeks starting in July 14, 2013. The ideal candidate will have experience in the area of general bookkeeping and administration. **The internship is funded by the Investing in Neighbourhoods Fund, which supports job creation for individuals encountering barriers entering the labour market. All applicants MUST be recipients of Ontario Works and must be residing in the city of Toronto.**

**Responsibilities:**

**Accounting Duties:**

- Process accounts payable and receivable, monthly journal entries and adjustment
- Bank deposit and reconciliation of Bank Statements
- Support month end procedures and reporting to funders
- Prepare government filings including employer's health tax, employer source deductions, etc.
- Participate in yearly financial audit and monitoring from funders
- Other duties as assigned

**General Office and Organizational Responsibilities:**

- Space Rental Booking/schedule management
- Maintenance of filing systems and archives
- Troubleshooting and maintenance of office equipment, including photocopier, fax machine and telephones
- Cover reception area
- Organize staff and volunteer appreciation events
- Participate in staff meetings

**Selection Criteria**

- University or college education in accounting, finance and/or business
- Minimum 1 year of accounting/bookkeeping and administrative experience
- Demonstrated proficiency in MS Office specifically Word and Excel
- Demonstrated proficiency in financial software such as QuickBooks or Simply Accounting
- Excellent attention to detail, ability to work independently and as part of a team
- Strong organizational and communication skills
- Experience working in non-profit sector in multi-cultural environment
- Demonstrated interpersonal and problem solving skills
- **Fluency in Spanish and a minimum of intermediate fluency in English**

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage residents from the communities we serve and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Internal and external candidates may apply.

Please note that only candidates to be interviewed will be contacted.

Remuneration: \$16.16/hr

**Please apply by sending your resume and cover letter in one MS Word or PDF document. Only applicants that indicate their OWP eligibility will be contacted. Please quote "AC052013" in the subject heading of your application.**

**Please apply by email no later than June 18<sup>th</sup>, 2013:**

Human Resources at [jobs@mnlct.org](mailto:jobs@mnlct.org)

For more information about the New Life Centre, visit [www.mnlct.org](http://www.mnlct.org).