



ACCOUNTING ASSISTANT – JOB POSTING

Job Title: Accounting Assistant
FTE: Full Time
Class Type(s): Permanent
Location: Winnipeg Downtown Office – 6th Floor, 177 Lombard Avenue
Reports to: Director – Finance, IT and Premises
Closing date: December 22, 2021

Join a team that works towards creating a world where people live in justice, peace, and dignity. Canadian Lutheran World Relief (CLWR) is a charitable not-for-profit organization that challenges the causes and responds to the consequences of human suffering and poverty.

CLWR supports hiring practices and a staff composition that benefits from a diverse staff team, where “diverse” means (but is not limited to) differences in ethnicity, gender, sexual orientation, physical abilities, religious beliefs, and/or political beliefs. Working for CLWR will provide you with a competitive salary and comprehensive benefits package including Pension Plan and Group Insurance, a supportive work environment, and excellent learning opportunities.

All employees are expected to agree with CLWR’s Mission Statement, Code of Conduct, and can work with its mandate within a faith-based environment.

JOB SUMMARY

The Accounting Assistant is a full time position reporting to the Director – Finance, IT and Premises of Canadian Lutheran World Relief (CLWR). This position is responsible for accounts payable and accounts receivable, reconciliations, financial administration and financial records management.

Core Competencies:

Strong analytical skills, high degree of accuracy and attention to detail, the ability to think logically, be service orientated, above average computer and technological knowledge, adaptable, and able to work independently and responsively to diverse needs.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS

Minimum knowledge (formal education/general knowledge) required:

- A combination of experience and education will be considered.
- Certificate in accounting/bookkeeping, or currently enrolled in an accounting program is considered an asset.

Minimum experience required:

- Minimum 1-2 years' work experience with AP, AR, and related clerical responsibilities.
- Experience working in a non-profit organization is an asset but not required.

Technical skills required:

- Excellent written and spoken communication skills.
- Skilled in Microsoft Office, proficient in Excel.
- Experience
 - working with accounting software (Sage 300 preferred),
 - accessing online vendor accounts,
 - working with donor software, an asset.

Other skills or requirements:

- Financial analytical skills to assess, evaluate, and interpret information.
- A high level of professionalism, integrity, respect and confidentiality is essential.
- Team skills to work within a collaborative multifunctional team.
- Planning and organization skills to establish priorities, assign tasks and meet deadlines.
- Result-oriented to assist with meeting department objectives.
- Must be eligible to work in Canada.

Working Conditions:

- This position is onsite essential at our downtown Winnipeg office. All necessary COVID-19 precautions have been put into place to ensure a safe and comfortable working environment.
- Manual dexterity required to use desktop or laptop computer for multiple hours at a time.
- The ability to work in a fast-paced non-profit environment.
- Lifting or moving up to 15lbs may be required.

Qualified applicants should email a **single PDF** including resume and cover letter outlining how you meet the above criteria and salary expectations to hr@clwr.org. Closing date is December 22, 2021. Please quote "Accounting Assistant" in your subject line. We thank all who apply but will only be contacting those who are moving forward in the application process.