

JOB POSTING: BOOKKEEPER

Temple Anshe Sholom (TAS) is proudly Canada's oldest Reform synagogue, and has a reputation of leadership in the Canadian Reform Jewish movement. Aligning to the vision and future direction of the Temple, the Bookkeeper works collaboratively with the President, Treasurer, Rabbi and office staff. Together we are a community.

At a time of change, we are looking for a dynamic Bookkeeper to join our team and to help us keep growing. As our ideal candidate, you:

- Are interested in working in an environment that values community, connection, and inclusion
- Believe in working collaboratively with others, and that we are stronger together
- Have high standards of customer service
- Understand the importance of maintaining confidentiality
- Have excellent verbal and written communication skills, along with office work experience including insight into the operations of organizations preferably in a Temple environment
- Have a high proficiency in relevant areas such as, computer systems and financial processes including Microsoft Office (Word, Excel) and QuickBooks or equivalent

RESPONSIBILITIES:

- Utilize the Temple's management software (Shulcloud) to process dues, donations and other revenue and generate charitable tax receipts
- Obtain approval, code proper accounts for invoices, and ensure the timely and accurate payment of invoices
- Prepare cheques and EFT's weekly for the signing authorities
- Process cemetery receipts and submit care and maintenance funds to trust account
- Maintain records for cemetery purchases and prepare necessary annual reports for regulatory purposes
- Process payroll and related CRA deductions and prepare T4's for tax purposes
- Prepare and ensure the accuracy of the general ledger accounts and other records in order to produce monthly financial results in a timely manner for the Treasurer
- Maintain sub-ledgers and complete reconciliation of bank accounts on a monthly basis
- Assist the Treasurer in the annual budgeting process
- Assist the external auditor in the year-end audit process including preparation working papers as needed

SALARY AND BENEFITS:

Salary: Based on experience. Range between \$30,000 to \$35,000

Hours: 3 days/week

2 weeks vacation

We offer a flexible work environment, dedicated professional development, supportive community, along with a competitive benefits package. We are committed to the well-being and care for each and every member of the Temple Anshe Sholom family.

Location: 215 Cline Ave. N., Hamilton, Ontario