

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, Controller 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:

- Have a minimum of 5 years bookkeeping experience - preferably in a Not-for-Profit environment
- 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
- Have a high proficiency in relevant areas such as, computer systems and financial processes including Microsoft Office (Word, Excel) QuickBooks and CRM software.
- ShulCloud experience is an asset. Training will be provided

RESPONSIBILITIES:

- Utilize the Temple's membership management software (Shulcloud) to process and monitor dues, donations, and other revenue and to generate invoices, statements and charitable tax receipts
- Perform all assigned bookkeeping tasks including, but not limited to, accounts receivable, accounts payable, petty cash reconciliations, bank reconciliations, bank deposits, and internal transfers
- Prepare and manage the Temple's payroll activities including the preparation of paycheques, payroll withholdings remittances, WSIB remittances, T4's, T4 Summary and serving as the Plan Administrator for the Temple's group insurance plan.
- Maintain records of the temple's cemetery activities including the recording of income and expenses, calculation and submission of care and maintenance funds to a trust account, and the preparation of annual reports for regulatory purposes
- Obtain approval and proper account coding of all expenses to ensure the timely and accurate payment of all payables.

- Prepare and ensure the accuracy of the general ledger and sub-ledger accounts in order to produce monthly financial results in a timely manner for the Treasurer
- Assist the Treasurer in the annual budgeting process
- Assist the external auditor in the year-end audit process including preparation of working papers as needed
- Support, on an as-needed basis, office operations including but not limited to answering phones and helping with special events

SALARY AND BENEFITS:

Salary: Based on experience. Up to \$45,000

Hours: 30 hours per week

Paid Vacation: 2 weeks

Benefits: Group Insurance Plan

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

Please E-mail Ettan Romm at vicepresident@anshesholom.ca with your application.