



## **Accounting Clerk Youth for Christ Winnipeg**

**Full-time, permanent**

Youth for Christ Winnipeg is looking for a full-time, permanent accounting professional to add their skills, training, and experience to accomplishing the mission of YFC Winnipeg. Located at 333 King St, the Youth for Christ Winnipeg office is home to ministries that reach over 6000 young people each year. Ministries operate throughout Manitoba as well as in the city of Winnipeg, and all are administrated through the head office.

A successful candidate for this position will recognize first and foremost that they will play a significant and vital role in the success of YFC Winnipeg; what you will do here will have an important impact on the young people who engage with the ministries at YFC. This is a support role to enable that front line ministry staff can focus more of their attention on delivering their programs. The successful candidate will be responsible for processing of all donations and payments, reconciling accounts payable and receivable accounts, ensuring prompt payment of invoices, maintaining a comprehensive financial filing system, contributing to maintenance of our different accounting databases, and other duties as assigned.

You will have experience and proficiency in accounting, paying close attention to details, excellent communication and administrative skills, and being good with numbers is key to success in this role. You will also need to have strong knowledge in using Microsoft Office programs, and have an ability to learn new database software quickly. You will need to be able to work well in a team; together and on your own. Duties than just accounting will also be included, so you will also need to be flexible and able to adapt quickly, managing multiple assignments.

As Youth for Christ is a faith-based organization, a successful candidate must be able to affirm and support our organization's Statement of Faith, and be committed to our mission.

We are passionate about our goal of changing the lives of young people, and we would like you to join us.

*If you are interested in applying for this position, please submit your resume and cover letter to Human Resources at ([hr@yfcwinnipeg.ca](mailto:hr@yfcwinnipeg.ca)).*