



JEWISH FOUNDATION — OF MANITOBA —

*“As my fathers planted before me before I was born,
so do I for those who come after me.” – Talmud*

ACCOUNTANT (Full-Time)

The Jewish Foundation of Manitoba, founded in 1964, is a public foundation and the Winnipeg Jewish community's endowment fund, with assets in excess of \$115 million.

In keeping with our Jewish heritage and values, the Foundation encourages and facilitates the creation and growth of endowment funds to enable the community to realize its potential. The Foundation maintains effective stewardship over all assets entrusted to it; distributes grants that reflect donors' wishes and community priorities; and provides leadership in both the Jewish and general communities.

The Jewish Foundation of Manitoba is seeking an individual to join our team as a full time Accountant. The Foundation has experienced significant growth in its mandate of serving the community; the Accountant's role is central to successfully fulfilling that mandate.

Duties and Responsibilities – An Opportunity to Grow as a Professional

Reporting to the Chief Financial Officer, the Accountant will be responsible for completing all of the full accounting/transaction cycle, including the preparation of audit working papers and drafting financial statements. In addition, the Accountant should have previous experience and be intuitive with financial databases.

Responsibilities include:

- Processing of contributions and other cash receipts;
- Processing of accounts payable;
- Investment accounting and reconciling to the custodial statements;
- GL account reconciliation and analysis;
- Bank deposits;

- Preparing month-end journal entries;
- Investigating outstanding issues and identifying potential solutions;
- Preparation of annual audit working papers;
- Assist in drafting the annual financial statement;
- Preparation of financial reports to the Foundation's constituents; including the Board, various committees, donors and staff;
- Database management of the *Financial Edge* accounting system, including the creation and maintenance of queries and reports;
- Ability to understand and maintain confidential information;
- Completion of special projects as required.

Qualifications and Skills

The ideal candidate will be a graduate from a post-secondary university or college combined with significant related experience in accounting. Previous related not-for-profit experience and advanced level database experience would be considered assets.

The candidate will demonstrate a professional approach; strongly analytical and possess problem-solving and decision making skills. In addition the individual will possess and demonstrate excellent communication and interpersonal skills. He or she will have the ability to prioritize work, handle multiple tasks and meet deadlines in a collegial work environment. The candidate will demonstrate the ability to understand and maintain the sensitive nature of confidential information, and treat such information with respect and integrity.

Salary and Benefits

Salary will be commensurate with qualifications and experience. The Foundation offers a comprehensive benefits package including life insurance, medical, dental, and pension.

Interested parties may submit their applications, including salary expectations, by post or by email no later than Friday, April 27, 2018, to:

Ian Barnes, CPA, CGA
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Winnipeg, Manitoba R3N 2B2
Email: ibarnes@jewishfoundation.org

Please note: Applications will not be accepted by fax or through info@jewishfoundation.org. We thank all who apply, however only those candidates being considered for an interview will be contacted.