



**Canadian Lutheran  
World Relief**

Creating a world where people live in justice, peace and dignity

## ACCOUNTING & OPERATIONS ASSISTANT - JOB DESCRIPTION

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**Job Title:** Accounting & Operations Assistant

**FTE:** Full-Time (35 hours/week)

**Vacancies:** 1 Permanent

**Location:** Winnipeg Downtown Office

**Reports to:** Senior Manager – Finance & Operations

**Closing Date:** September 22, 2020

### JOB SUMMARY

The Accounting & Operations Assistant is a full-time position that reports directly to the Senior Manager – Finance & Operations of Canadian Lutheran World Relief (CLWR). This position is mainly responsible for account payable, accounts receivable, reconciliations, and providing support in the day-to-day operations of CLWR. The Accounting & Operations Assistant will also be assisting with CLWR's Information Systems and Information Technology.

#### *Core Competencies:*

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

It is expected that all employees are in agreement with the mission statement of CLWR and can work within its mandate.

### EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS

#### *Minimum knowledge (formal education/general knowledge) required:*

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

#### *Minimum experience required:*

- Minimum 5 years work experience with general accounting including full scope of accounting skills required for this role.
- Minimum 2 years work experience in assisting in office management in such areas as: communicating with landlords, contacting vendors, and IT problem solving.
- Experience working in a non-profit organization preferred.

*Technical skills required:*

- Excellent written and spoken communication skills.
- Knowledgeable and skilled in Information Technology, Microsoft Office software, accounting software, donor software, donor software, with intermediate skills in Excel, and other software as required.
- Knowledge of Canadian accounting standards for not-for-profit organizations and generally accepted accounting principles.

*Other skills or requirements:*

- Business and 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 in order to assist with meeting department objectives.
- Committed to understanding and supporting the work of CLWR in Canada and abroad.
- Must be eligible to work in Canada.

*Working Conditions:*

- This position is onsite 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 is required with little supervision.
- Ability to work occasional evenings or weekends as required by special events/circumstances.
- Lifting or moving up to 15lbs may be required.
- Potential travel nationally and internationally on a limited basis in the future, once advisable by the government of Canada.

**KEY RESPONSIBILITIES:**

Description	% of Time
<p><b>Accounting Responsibilities</b></p> <p><i>Accounts Payables:</i></p> <ul style="list-style-type: none"><li>• Verify all invoices, expense reports, and purchases are accurate and authorized.</li><li>• Code all payables and enter into accounting software. Prepare cheques for cheque runs and file documents securely and accurately.</li><li>• Reconcile vendor statements.</li><li>• Respond to staff and vendors payment inquiries.</li></ul> <p><i>Accounts Receivable:</i></p> <ul style="list-style-type: none"><li>• Prepare and deposit payments and donations.</li><li>• Reconcile deposits to database software and enter into accounting software.</li><li>• Assist in processing online donations.</li><li>• Be able to assist in taking donations over the phone (as a backup).</li></ul> <p><i>Other Finance Responsibilities:</i></p> <ul style="list-style-type: none"><li>• Design and create reports for finance and other departments as needed.</li></ul>	85%

<ul style="list-style-type: none"> <li>• Assist in the preparation of information for the Finance Committee.</li> <li>• Update finance policies.</li> <li>• Reconcile all Canadian and US bank accounts monthly; verify transactions daily; resolve any outstanding items.</li> <li>• Assist in prepare working papers and documentation for the annual audit.</li> <li>• Update cash flow spreadsheet.</li> <li>• Assist with month end account reconciliation.</li> <li>• Respond to financial donor inquiries with respect to their donations.</li> <li>• Work within the internal control guidelines.</li> </ul>	
<p><b>Operations Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Participate in organizational meetings.</li> <li>• Assist the Senior Manager - Finance &amp; Operations with projects related to CLWR's multiple work locations.</li> <li>• Maintain office equipment, such as replacing toners, and taking readings for the copiers and printers.</li> <li>• Liaison with operational vendors.</li> <li>• Assist in the set-up and management of Information Systems and Information Technology including hardware, software, server environment, basic trouble-shooting, and upgrades as required.</li> <li>• Assist with phone system management.</li> </ul>	15%
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Perform other tasks as may be required and/or assigned within the limit of time availability.</li> </ul>	

Qualified applicants should email a **single PDF** including a cover letter outlining how you meet the above criteria, your resume and salary expectations to [hr@clwr.org](mailto:hr@clwr.org). Closing date is September 22, 2020. Please quote "Accounting & Operations Assistant" in your subject line. We thank all who apply but will only be contacting those who are moving forward in the application process.