

JOB PROFILE

Job Title	Accounting Assistant
Department	Finance & Operations
Location	Winnipeg, MB
Classification	Temporary 12 month, Full-Time (36.25hrs/week)
Salary	\$50,000 - \$60,000
Reports to	Senior Finance Manager
Closing Date	January 11, 2026

About CLWR

We're one of Canada's oldest, most trusted humanitarian agencies, but a lot of days, working here feels like a startup. We hope to be the best of both, and we also want CLWR to be the best employee experience you ever have.

We work on some of the most urgent global challenges of our time, facilitating a Canadian response to some of the bleakest situations in the world — like wars in Gaza, Sudan and Ukraine, hunger in South America and East Africa, and refugee crises worldwide.

Like many other international relief and development organizations, we're facing big challenges of our own and navigating serious uncertainty. We're meeting that moment by taking big swings to expand our ability to make a real difference in the world. In our 80th year, we're evolving aggressively with new approaches that are transforming how we work. We combine the nimbleness and optimism of a start-up with the resilience, legacy and partnerships of a storied faith-based movement. We're just the right size to have resources to work with, without endless bureaucracy slowing us down.

Our team is made up of the incredible people who have built a culture of conviction and competence. They're energetic, creative and passionate in their work for a world where people live in justice, peace, and dignity. Whatever your religious background, abilities, race, gender identity, or sexual orientation, if you can match that energy, you'll be a great fit here.

We're sure this can be your dream job — a chance to dedicate your talents to a more just world while being treated and valued as a whole person with a life outside of work: flexible hours, generous compensation, Fridays off in July and August, 100% employer-paid benefits premiums, 8% RRSP matching, and openness to remote and hybrid work arrangements that suit your life. And maybe most importantly, we offer an environment of respect and support from peers and supervisors, and the chance to work with a really special group of people who will no doubt turn into lifelong friends. The folks we partner with across The Lutheran World Federation, Canadian Foodgrains Bank, Humanitarian Coalition, and the Manitoba Council for International Cooperation are all pretty great, too.

We're growing our team to meet growing challenges, and we couldn't be more excited. Join us.



**Canadian Lutheran
World Relief**

About the Role

This role sits at the heart of CLWR's Finance & Operations team, making sure our day-to-day financial work is accurate, timely, and well-organized. As Accounting Assistant, you'll handle the full flow of accounts payable and accounts receivable—verifying invoices and expense reports, coding and entering transactions into our accounting system, preparing payments, and managing deposits and donation processing across multiple channels. You'll help keep our financial records current and reliable so that our leadership, program, and fundraising teams can make good decisions and donors can trust how their contributions are used.

A significant portion of your time will support CLWR's refugee resettlement work by maintaining clear, accurate financial records for refugee sponsors and newcomers, preparing monthly payments, and coordinating closely with colleagues who work directly with these programs. You'll also help reconcile bank accounts, support month-end reporting and annual budget preparation, respond to finance-related questions from staff, vendors, donors, and sponsors, and pitch in with general office finance tasks as needed.

You'll report to the Senior Finance Manager and work closely with teammates across the organization, contributing to a finance function that is steady, responsive, and deeply connected to CLWR's mission.

About the person we're looking for

We're looking for a careful, reliable accounting professional who takes pride in getting the details right. You've spent at least a year or two working with accounts payable and receivable and handling day-to-day financial tasks, and you're comfortable managing invoices, deposits, reconciliations, and related clerical responsibilities. You may have a certificate in accounting or bookkeeping, or be working toward one, but we're equally interested in the practical experience and good judgment you bring to the role. Experience in a nonprofit setting is an asset, but not a requirement.

You're confident using Microsoft Office—especially Excel—and you're comfortable working with accounting software, donor databases, and online vendor portals. You're able to follow established procedures, keep clear records, and spot discrepancies or issues before they become problems. Your written and spoken communication is clear and professional, and you're able to respond to questions from staff, vendors, donors, and partners in a way that is patient, respectful, and helpful.

You bring strong analytical skills and a high level of integrity, professionalism, and respect to your work. You can organize your time, manage competing priorities, and meet deadlines without losing accuracy. You enjoy being part of a team, contributing to shared goals, and supporting colleagues across departments as CLWR grows its impact. Above all, you're results-oriented, committed to confidentiality, and motivated by the idea of using your skills to support meaningful, values-driven work in the world. You must be eligible to work in Canada.

KEY RESPONSIBILITIES:

Description	% of Time
Accounts Payable <ul style="list-style-type: none"> • Verify all invoices, expense reports, and purchases are accurate and authorized • Code all payables and enter into accounting software • Prepare cheques, cheque distribution and file documents securely and accurately • Reconcile and pay electronic invoices • Reconcile vendor statements • Respond to staff and vendor payment inquiries • Access vendors online • Prepare wire transfers 	35%
Accounts Receivable <ul style="list-style-type: none"> • Prepare deposit and donation payments <ul style="list-style-type: none"> • When necessary, take deposit to bank • Reconcile accounting software deposits to donation software entries • Prepare invoices and distribute • Respond to staff and vendor/donor enquiries as needed 	30%
Refugee Resettlement <ul style="list-style-type: none"> • Maintain records with refugee sponsorships • Ensure refugee database reconciles with accounting software • Prepare monthly payments to refugees 	20%
Office Finance Responsibilities <ul style="list-style-type: none"> • Reconcile all bank accounts on a monthly basis <ul style="list-style-type: none"> • Verify transactions daily • Resolve any outstanding items • Prepare month end reports for departments • Assist with annual budget preparations • Update Financial policies as needed 	10%
Other <ul style="list-style-type: none"> • Participate in organizational meetings • Perform general office tasks as needed 	5%

Qualified applicants should email a single PDF document including a cover letter and resume to hr@clwr.org

Closing date is January 11, 2026. Please quote "Accounting Assistant" in the subject line of your submission. We thank all who apply but will only contact applicants selected for interviews.