

Position Title: Accounting Assistant

Terms: Full-Time Contract (40 hours per week) until end of February 2022

Deadline: For immediate hire

Location: Toronto, ON

Are you an Accounting Assistant who loves Jesus, loves young people and who is looking for a unique opportunity to apply your accounting experience in a Christian community? If you answered yes and you are as excited and committed to bringing young people to know and serve Christ as we are, we want to hear from you!

The Accounting Assistant will support the mission by providing timely and accurate general accounting and clerical support.

Key Requirement of Role:

- Ability to work onsite our national office (with appropriate COVID protocols in place) providing support to the Finance Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Assisting with fact checks, and resolving discrepancies.

Qualities, Experience and Education

- A growing disciple of Jesus Christ
- Alignment with InterVarsity's Statement of Faith, Code of Conduct and Missional Values
- Collaborative, a team player who values learning and working in community
- Ability to listen well and talk through accounting realities with our wider staff colleagues
- Excellent attention to detail
- Excellent time management skills, ability to prioritize tasks and meet critical deadlines
- Commitment to handling confidential information
- Willingness to do all tasks as assigned in order to serve the whole needs of the team
- College or university training in accounting
- Expertise in generally accepted accounting practices
- Experience using Microsoft Dynamics Great Plains or similar software
- Experience with Excel and other Microsoft tools

InterVarsity is a Christian non-profit mission in Canada reaching children, youth and young adults through nine camps and more than 60 high school, college, university and workplace groups. We welcome students in the process of finishing their accounting education to apply for this role.

Interested applicants are invited to email a resume and cover letter to humanresources@ivcf.ca .

Employment is conditional upon a clear police reference check. The successful candidate must be able to submit to InterVarsity's Code of Conduct and Statement of Faith.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however only those candidates selected to move forward in the recruitment process will be contacted.