



Unit 2A - 61 Juno St., Winnipeg, MB, R3A 1T1 - (204) 943 8539 - contact@cmwi.ca

## **JOB POSTING**

### **Bookkeeper**

**The Canadian Muslim Women's Institute Inc. (CMWI)** is a non-profit organization founded in 2006. Its goal is to promote and empower refugee and newcomer women and their families socially, economically and spiritually. CMWI is a direct service delivery organization serving its members through a variety of programs and services that cater to the needs of immigrants and refugees. By creating a community that supports and strengthens refugee and newcomer women, CMWI plays a transformative role in enabling them to make informed decisions for themselves and their families; foster sound emotional health, stability and personal development; and achieve self-sufficiency and financial independence.

#### **Position Summary**

The Bookkeeper must be a fast learner, self-starter and able to work independently to perform and manage all aspects of bookkeeping, budgeting, payroll calculation and completion of all regulatory forms for the organization in an efficient, responsible and timely manner.

#### **Qualifications and Requirements**

- Accounting Diploma/Certificate
- A combination of relevant education and experience may be considered
- Minimum of 2 years' experience in an accounting environment
- Knowledge in nonprofit accounting will be an asset
- Experience working with Sage 50 will be an asset
- Demonstrated ability in financial and accounting practices
- Basic knowledge of Accounting Standards, Charitable and CRA guidelines for Non Profit Organizations
- Knowledge of regulatory requirements for processing payroll and filing requirements
- Experience with general ledger functions, accounts receivable, accounts payable, journal entries and month-end/year-end close process
- Detailed oriented and efficient. Strong organizational, planning, and time management skills
- Ability to follow direction and make decisions within the parameters of the job position
- Strong written and verbal communication skills. Ability to work independently and as a team member
- Computer skills - Microsoft Word, Excel, and Outlook
- Ability to maintain confidentiality.

#### **Duties and Responsibilities**

- Perform all bookkeeping and accounting duties including (but not limited to): verify, code and record all invoices in the accounting software - Sage 50
- Prepare cheques, requisitions, monthly bank reconciliations, month end and year- end adjusting entries and accruals.



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- Prepare and make daily bank deposits.
- Monitor financial activities and ensure that all expenses are incurred in accordance with the budget and revenues are received as scheduled
- Ensure spending is in accordance with the annual budget and in compliance with funding agreement
- Prepare and analyze monthly and annual financial statements, accounts payables, accounts receivables and accrued liabilities.
- Maintain appropriate filing for all invoices, contracts, returns, documents etc.
- Prepare year-end audit working papers and coordinate with the external auditor for year-end audit.
- Prepare and distribute Charitable Receipts in accordance with Canada Revenue Agency requirements.
- Maintain fixed assets schedule and calculate and record related amortization
- Reconcile multiple grants and other funding using Excel
- Prepare reports, budgets and sales invoices for the organization's Social Enterprise; record and monitor revenues, expenses and accounts receivables.
- Prepare and present budgets for operations and programs, monthly financial reports, summary of all revenues and disbursements to the Chief Operating Officer and Board of Directors
- Analyze financial information and summarize financial status
- Investigate and explain variances from budget in the monthly financial reports
- Prepare and file annual, GST and PST Returns, Business Return, and all other mandatory required reports and information
- Ensure adherence to all funder financial reporting requirements
- Prepare and submit financial reports to all funders as outlined in funding agreements.
- Liaison with agencies, funders, vendors, Board of Directors and Chief Operating Officer.
- Calculate and process semi-monthly payroll
- Any other duties as assigned.

Salary negotiable based on qualification and experience.

Candidate must be prepared to undergo a Satisfactory Criminal Record and Child Abuse Registry Check.

Must be legally entitled to work in Canada.

**To Apply:** Please send cover letter with resume to [office@cmwi.ca](mailto:office@cmwi.ca).

Please indicate in your cover letter and resume, how you meet the qualification criteria.

**Note:** We are grateful to all applicants; however, only those selected for interview will be contacted.

**Position is open until filled.**