



Immigrant and Refugee
Community Organization of Manitoba

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BOOKKEEPER

Permanent, Part-Time (20 Hours/week) Position

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Bookkeeper is an experienced and collaborative finance professional committed to the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM)'s vision and mandate to empower newcomer families to integrate into the wider community through affordable transitional housing, accessible services and capacity building programs. This person is a detail oriented, efficient and resourceful individual with strong financial management and computer skills, able to work effectively with a culturally diverse group of community members. The ideal candidate will thrive in a fast-paced environment, manage and prioritize multiple tasks, and support the management and staff team in achieving IRCOM's outcomes.

POSITION PURPOSE AND SUMMARY: The Bookkeeper provides efficient, accurate and on-time processing of all payroll, accounts payable and accounts receivable transactions and recordkeeping for two non-profit organizations with a combined annual budget of \$4 million and 60 employees.

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the Bookkeeper supports IRCOM's financial process by performing the following functions:

- Administer payroll
- Accounts Payable
- Accounts Receivable
- Program Reports
- Financial statements
- Team and interdepartmental support

Under the direction and support of the Finance Officer, the Bookkeeper will fulfill the following:

DUTIES AND RESPONSIBILITIES:

Payroll Administration (20%)

- Administer bi-weekly payroll for Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM) and IRCOM House Inc.
- Check and update bi-weekly timesheets for all staff, recording and monitoring levels of banked, sick, discretionary and vacation time allotments
- Administer attendance system, alerting supervisors when staff exceed policy limits related to banked time, sick time, vacation allotment, etc.
- Providing information and answering employee questions about payroll related matters.
- Coordinating with HR to ensure correct employee data
- Prepare and submit payroll deductions and remittances on a timely basis and ensure records are up to date
- Ensure timely processing of journal entries in the accounting system
- Prepare and balance period-end reports and reconcile issued payrolls to bank statements
- Prepare Records of Employment (ROE's) and various payroll reports as requested
- Ensure confidentiality and security of all financial transactions
- Calculate and Update HET
- Coordinate preparation of Annual HET and WCB
- Coordinate preparation of T220's, T4's and T4 summaries in collaboration with Payworks

Accounts Payable (20%)

- Receive invoices and verify that all transactions comply with financial policies, procedures, and controls
- Prepare batches of invoices for data entry and double check all payment requisitions against accompanying documents
- Flag and report invoice or payment discrepancies, coding errors and ineligible expenses
- Process and reconcile corporate credit cards and remit payments in a timely way
- Journal entries
- Monitor corporate credit card use / limits and recommend changes to Senior Management Team
- Prepare payments for authorization, remit payments and email payment notification
- Administer petty cash

Accounts Receivable (15%)

- Verify, code, post and reconcile all accounts receivable transactions
- Prepare bills, invoices and bank deposits
- Generate financial statements and reports detailing accounts receivable status
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Assist in maintaining funder database
- Monitor all funder reporting requirements and prepare accompanying financial reports for funders and donors in collaboration with the Director of Finance

Program Reports (20%)

- Prepare monthly reports for programs, admin and house
- Generate from the accounting system the reports as required by the funding agreements
- Monitor funding requirements and comply with the restrictions

- Ensure that spending and expenses are reported in accordance with requirement in the funding agreements
- Ensure to update the funders reports and the deferred revenue reports
- Monitor and flag spending for programs
- Assisting with establishing and monitoring spending parameters
- Generate financial statements and reports as required by management

Finance (20%)

- Prepare monthly bank reconciliation
- Monitor Cash Position
- Maintaining departmental file systems.
- Monitor and reconcile monthly rent file and flag housing assistants for any discrepancies and owing.
- Manage all accounting transactions
- Handle, monthly and annual closing of books
- Reconcile accounts payable and receivable
- Prepare monthly journal entries to match expenses to revenues
- Generate financial statements, verify and reconcile ledgers, balance sheets and profit/loss statements
- Reinforce financial data confidentiality and comply with financial policies and regulations
- Generate semi-monthly GST Refund
- Coordinate and reconcile donations in collaboration with the Executive Assistant to ensure proper issuance of Tax Receipts
- Implementing fiscal year-end procedures and assist in requirement for auditing

Team and Inter-departmental Support (5%)

- Implement auditor recommendations.
- Assist staff team to ensure all aspects of financial operations comply with IRCOM's Risk Management Plan
- Comply with all organizational and legal policies and procedures
- Participate in team and staff meetings and events
- Engage in ongoing professional development
- Generate adhoc reports when required by management
- Monthly reports to supervisor
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Successful completion of a payroll training program (Payroll Compliance Practitioner certification is an asset)
- Diploma or degree certificate in accounting or business administration
- Minimum 2 years full-cycle bookkeeping experience including payroll, accounts payable and accounts receivable (ideally within the Not-for-Profit or Charitable sector)
- Work experience using GAAP
- High degree of proficiency in Sage 50 (Simply Accounting), Payworks, and MS Excel
- Professional experience with online banking including CAFT (Customer Automated Funds Transfer)
- Keen attention to detail and strong organizational and time management skills
- Proven ability to be flexible and to problem solve
- Excellent written and verbal communication skills

- Ability to work as a team player as well as take initiative and work with minimal supervision
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/employmentopportunities/>)

HOURS OF WORK: This is a permanent, part-time, 20 hours per week position. The primary work schedule will be during regular office hours (9:00 am to 5:00 pm), Monday to Friday at Ellen location.

WAGE: \$22.41

BENEFITS: Group Insurance Plan with extended health, dental, life and AD&D insurance
Paid sick and discretionary days
Employer paid RRSP contributions
Professional development opportunities
Collaborative, family-friendly and supportive working environment

APPLICATION PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on November 01, 2024
and continue until the position has been filled.**

HR - Selection Committee: surjanic@ircom.ca

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs (surjanic@ircom.ca).