



Job Title: Senior Bookkeeper

Reports To: Executive Director

Summary: This is a flexible part-time position estimated at 10-15 hours per week. We anticipate a hybrid work model combining core office hours with remote work options. Time requirements may increase during peak times such as major fundraising events, budget preparation, and the annual audit.

Anticipated Start Date: October 2021 from our new office location at 7 Memorial Ave. Elmira.

Major Responsibilities:

- Carries out the full bookkeeping cycle, from day to day banking, accounts receivable, accounts payable, payroll, and monthly journal entries and statement preparation
- Processes additional sets of books for companies related to MennoHomes

Other responsibilities include:

- Completes quarterly HST returns
- Prepares adjusting entries and works with the auditor on the year-end audit
- Prepares the T3010 charity annual information return
- Prepares T4's and other payroll-related government forms
- Assists the Executive Director in the preparation of the annual budget
- Prepares the monthly financial overview and summary for the Treasurer, and quarterly statements for the Finance and Audit Committee with variance analysis
- Prepares quarterly condensed financial statements for the Board

Role Expectations:

- 3-5 years related experience full-cycle bookkeeping, AP/AR and, creating financial statements
- Good working knowledge of Sage 50 Premium, and Microsoft Office – Excel & Word required
- Familiarity with CiviCRM donor management software helpful
- Experience working in a non-profit setting strongly preferred
- Understanding of capital budget, operational budgeting, and fund accounting

About You:

- Conscientious, responsible, and able to maintain total confidentiality
- Self-directed and able to work independently
- Organized, a quick learner, and curious about details
- You care about the numbers but also about the mission of MennoHomes

Why would you want to work for MennoHomes?

#Impact

We are making a difference and you can help us do even better.

MennoHomes is growing and if we want to continue to create much-needed new affordable housing in Waterloo Region, we need your help. In 2021 the number of households that we provide homes for grew from 151 to 200! There are over 6,000 households on the waiting list for affordable housing in Waterloo Region. Our work is far from finished and we have more projects upcoming.

We want Waterloo Region to be a caring community where every person can thrive in a safe and affordable place they call home.

We also believe that to do so, our staff need to have a work environment that allows them to do their best. This means providing them with the tools to do their job well, a flexible work schedule, and a Living Wage that reflects their skills and abilities.

This part-time role provides a flexible work environment ideally suited to someone looking to balance work with other priorities. This could include other paid work, re-entering the workforce, or possibly transitioning to a part-time role.

You can learn more about MennoHomes here: <https://mennohomes.com/>

Or learn a little bit more about Dan, our executive director here: <https://www.linkedin.com/in/dan-driedger/>

Compensation: We offer a competitive wage commensurate with experience and expertise.

What to expect:

- We are requesting only electronic resumes. Please email hire@mennohomes.com .
- Applications will be accepted until **September 8, 2021** or until this position is filled.
- Applications will be reviewed upon receipt.
- We will acknowledge receipt of your resume within 24hours, Monday through Friday.
- We commit to contacting you asap once a decision has been made regarding your application.

Thank you for your interest in the work of MennoHomes. If you know someone who may be interested in this role, please feel free to forward this to them.