



JCC FINANCE COORDINATOR

Job Type: Full-Time Position (*In-Person*)

Salary: \$50,000-\$60,000.00

Location: Prosserman JCC, 4588 Bathurst Street, North York (Bathurst/Sheppard Area)

Are you a passionate community connector eager to make a meaningful impact on the Jewish community? Do you have experience with Payroll and Accounts Payable? We're looking for a Finance Coordinator to help us maintain all aspects of Accounts Payable and Payroll for both Prosserman JCC and the Schwartz/Reisman Centre to all aspects within the Finance department and collaborate with all departments ensure a smooth operation for all the important and meaningful work being done by within the JCC.

Are YOU our ideal Finance Coordinator?

The Finance Coordinator is responsible for the accurate and timely processing of semi-monthly payroll for all staff (full-time, part-time, and seasonal) at the Prosserman JCC and the Schwartz/Reisman Centre. This role includes managing payroll onboarding for new hires, resolving complex payroll issues, reconciling and processing payroll, and ensuring the accuracy and integrity of data entered in the HRIS system, as well as generating HRIS reports. The Finance Coordinator also serves as a resource for employees, handling a variety of payroll and time-tracking inquiries.

Key areas of responsibilities include:

- Review and enter invoices to ensure accurate financial reporting and tracking.
- Ensure invoices that require approval receive timely confirmation before payment.
- Enter all information into MIP for all expenses.
- Process Vendor payments by cheque, wire transfer, EFT; for approved open payables according to the JCC's schedule.
- Run reports for the finance team, programs, membership and any other department as needed.
- Maintain good relationships with vendors, ensuring timely payment processing.
- Prepare and maintain organized and clear reports to ensure a smooth auditing process.
- Reconcile agency credit card statements and receipts to prepare journal entries.
- Weekly Dispersal and reconciliation of company petty cash.
- Prepare invoices for Room Rental agreements.
- Other administrative tasks assigned by the HR and Finance teams as needed.
- Manage all aspects of semi-monthly payroll related functions to ensure timely and accurate processing according to scheduled commit dates.
- Coordinate with program departments to ensure the complete collection of new hire documents.
- Setup new hires in system once all sign-up documents have been received; create HR onboarding login details and communicate with new hires.
- Respond to all payroll related questions from employees in a timely manner, including confirmation of employment letters upon request, including password resets.
- Maintain digital personnel files ensuring high levels of confidentiality in accordance with JCC policies and procedures and digitalize the "old" paper personnel files.
- Update all payroll changes such as promotions, increases, terminations, and incentive-based compensation.
- Review all part time employee timesheet entries for accuracy and approvals.
- Prepare all required reconciliations and payroll registers for each semi-monthly pay.
- Process Records of Employment.
- Review leave requests (vacation, sick, ESA approved, etc.) and ensure appropriate tracking for all staff.
- Update and maintain email distribution lists for internal JCC Moments Newsletter.



- Complete IT new hire and termination forms
- Assist with all Audits and T4 preparation and distribution.

What do you bring?

- 3+ years of Accounting/Payroll/Account Payable experience required
- Payroll & Accounting certification/diploma attained or in progress
- Experience using Ceridian Dayforce Payroll platform, experience using Ceridian HR Onboarding platform, experience in HR admin.
- Experience with a large payroll database within large company
- Ability to work autonomously with attention to detail and adherence to deadlines and process, while holding yourself and others accountable
- Exceptional organizational and time management skills with high attention to detail while managing multiple, concurrent deadlines.
- Drive to self-start and collaborate with teams, bringing clear opinions on quality design standards
- Exceptional interpersonal skills and ability to communicate effectively
- Commitment to the mission of the JCC and comfortable working for a non-profit organization.
- A passion and connection, knowledge and understanding of Jewish culture.

Who We Are:

The Jewish Community Centre (JCC) is more than just a workplace—it's a vibrant hub of culture, connection, and community. As one of the largest engagement platforms in the Greater Toronto Area, we offer a diverse range of programs, including arts, fitness, education, daycare, summer camps, and more.

With a bold goal to triple our community engagement by 2026, we are on a transformative path to become the beating heart of Jewish life in the region. Join us in shaping the future of the JCC experience for 75,000+ people annually!

Perks & Benefits:

- Free JCC Membership – Access to our fitness centers, classes, and programs.
- Generous Staff Discounts – On summer camps, swimming lessons, personal training, and more.
- Comprehensive Health & Dental Insurance – 75% of the premium covered by the JCC.
- Paid Time Off (PTO) – Vacation, sick days, Jewish holidays, and statutory holidays.
- Work-Life Balance – A flexible, people-centered work environment that values your well-being.

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences—don't self-select out if you don't meet every requirement. If this role excites you, we want to hear from you!

Please submit your resume and cover letter to **Jessalyn Rafalovich** jessalyn@srcentre.ca no later than July 26, 2025. The JCC does not use Artificial Intelligence (AI) to screen, assess or select applicants.

We appreciate your application; however, we will only be contacting the candidates we wish to interview.