



JCC FINANCE COORDINATOR
Accounts Payable Administrator

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

Salary: \$43,000-\$48,000.00

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 Accounts Payable within a large organization? We're looking for an Account Payable Administrator to help us maintain all aspects of Accounts Payable for both Prosserman JCC and the Schwartz/Reisman Centre to support 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 Accounts Payable Administrator?

The Account Payable Administrator is responsible for the accurate and timely processing of all **accounts payable tasks**, including reconciliations and disbursements. The Accounts Payable Administration will provide clerical and administrative support to all finance-related tasks. The AP Administrator will also provide support for payroll for full-time, part-time, and seasonal) at the Prosserman JCC and the Schwartz/Reisman Centre. This role includes managing payroll onboarding for new hires, reconciling and processing payroll, and ensuring the accuracy and integrity of data entered in the HRIS system, as well as generating HRIS reports.

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.
- Other administrative tasks assigned by the HR and Finance teams as needed.

What do you bring?

- 3+ years of Account Payable experience required.
- Experience with Payroll is an asset.
- 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.