



JCC FINANCE COORDINATOR

With Career Growth Potential

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 Accounts Payable and other finance related functions? We're looking for a Finance Coordinator to help us maintain all aspects of Accounts Payable, Credit Cards, Petty Cash, and other finance functions for both the Prosserman JCC and the Schwartz/Reisman Centre departments ensuring a smooth financial operation for all the important and meaningful work being done by within the JCC. Current operating budget of the JCC's is upwards of \$35million.

Key areas of responsibilities include:

Accounts Payable:

- 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.

Other functions:

- Research and implement a digital system to improve efficiencies in coding credit card receipts.
- Prepare reports through Club Automation as needed.
- Back up for Accounts Receivable when away.
- Help the department prepare for annual audit.
- Assist with other administrative tasks as assigned.

What do you bring?

- 3+ years of Accounting/Account Payable experience required.
- Accounting certification/diploma attained or in progress.
- Technology proficient and experience working in a mid-large size organization.
- Excellent English language skills and a customer service mindset.
- Exceptional organizational and time management skills.



- Ability to work autonomously with key attention to detail and adherence to deadlines and process, while holding yourself and others accountable.
- 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 **Marie Beiles** mari@srcentre.ca no later than January 15, 2026. 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.