



# Japanese Social Services

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## Job posting: Coordinator – Finance and Administration

Japanese Social Services (JSS) is a non-profit, charitable organization dedicated to supporting the Japanese-Canadian and Japanese speaking communities across the Greater Toronto Area and beyond, providing counselling and various support programs. We assist and empower individuals in fulfilling needs and leading lives that are meaningful to them.

**Employment type:** Limited-term contract of 12 months

**Hours of work:** part-time (21 hours per week)

**Regular hours:** 10am – 6pm, with occasional evening hours

**Start date:** January 16, 2023

### Job Purpose:

To perform office administration, bookkeeping, and accounting tasks to support the operations of the Japanese Social Services office.

### Job Description:

The main duties of this position are as follows:

#### A. Financial Duties

- i. Prepare and process invoices for approval and payment.
- ii. Receive donations and membership fees, and prepare and issue receipts.
- iii. Responsible for coordinating, preparing, and filing of all financial documents and reports, including the required reporting to Canada Revenue Agency.
- iv. Prepare and submit HST remittances.
- v. Coordinate or assist with financial monitoring and audits required by funding sources.
- vi. Prepare year-end financial reports as well as drafts and required information for annual audits.
- vii. Prepare financial reports for review by the Treasurer and the Board of Directors.
- viii. Perform accounting tasks, including budget tracking and reconciliation.
- ix. Provide information and support to the Treasurer as required.

#### B. Payroll

- i. Prepare and process payroll.
- ii. Ensure accuracy of timesheets of all staff.
- iii. Issue and maintain T4A and other required records.

#### C. Donor and membership management.

- i. Register members and donors.
- ii. Keep, update and maintain the lists of donors and membership, and prepare acknowledgements.

- iii. Prepare meeting documents for Annual General Membership Meeting, the Board Meetings, and other meeting as required
- iv. Coordinate the preparation of the Annual General Meeting.

D. General Duties

- i. Ensure that generic queries and incoming calls are greeted and responded to promptly, and are directed to the appropriate personnel when appropriate.
- ii. Sort and process all in-coming mail and e-mail correspondence; including matching appropriate invoices with packing slips.
- iii. Conduct clerical duties, including filing and purchasing supplies.
- iv. Coordinate the production and publication of the JSS newsletters and acknowledgements.
- v. Provide information and training to office administrative support volunteers, in particular with clerical volunteers.
- vi. Manage the website and Mailchimp software, and train the volunteers who are assigned to work on the upload/mail-out/maintenance / newsletter posting.
- vii. Support the Board and its committee activities as needed. Perform any other Duties as required by the Board of Directors.

E. Qualifications

- i. At least 2 years of experience in a bookkeeping position.
- ii. College diploma for general Office Administration or equivalent is required. University degree is an asset.
- iii. Computer software application skills required – Microsoft Excel and Word. Familiarity with Wordpress an asset
- iv. Minimum 1 year experience with QuickBooks accounting software
- v. Excellent written and verbal communication skills.
- vi. Ability to multi-task and prioritize projects.
- vii. Excellent Customer-service skills.
- viii. Ability to complete administrative tasks with minimal supervision.

F. Skills

- i. Fluency to work both in Japanese and English.
- ii. Understanding principles of anti-oppression and equity in responding to the service needs of clients and asset
- iii. Ability to work effectively in a team and with the Board of Directors.

**How to apply:**

Please submit your resume and cover letter as a single PDF file to [pr@jss.ca](mailto:pr@jss.ca) by November 21, 2022. Please ensure your name is included in the file name.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.