



**SYLVAN ADAMS
YM-YWHA**
CCJ BEN WEIDER JCC
HARRY BRONFMAN YCC

Job Opening: Accounts Payable Clerk

The Sylvan Adams YM-YWHA (“the Y”) is a member-driven organization with a 110 year history of pursuing its vision of sustaining Jewish continuity in Montreal. We provide a warm, welcoming and inclusive environment, rooted in Jewish values and open to those of all backgrounds, where our members can gather to participate in a wide range of social, physical and experiential learning activities that enhance their health and well-being, deepen their Jewish identity and appreciation of Jewish culture, and foster a connection to one another.

JOB SUMMARY

Under the supervision of the Junior Controller, the Accounts Payable Clerk is responsible for accounts payable and bank deposits.

RESPONSIBILITIES

- ❖ Invoice management and payment
- ❖ Verification and consolidation of cashier deposits
- ❖ Reporting of GST/QST monthly
- ❖ Bank deposits
- ❖ Posting of accounts payables
- ❖ Production of EFT's, checks and registers
- ❖ Verification of all contracts and pricing for all payables
- ❖ Replenish ATM machine, photocopier, office supplies
- ❖ Other accounting related functions, as required

QUALIFICATIONS

- ❖ Diploma of collegial studies (general) or Attestation of collegial studies
- ❖ Experience in an accounting environment
- ❖ Strong knowledge of accounts payable and accounts receivable
- ❖ Ability to meet weekly deadlines
- ❖ Strong knowledge of QuickBooks, Microsoft Excel and Word
- ❖ Strong communication skills in English and French

WHY THE Y

- ❖ Competitive wage
- ❖ Benefits
- ❖ On site café & car wash
- ❖ Free, underground parking
- ❖ Membership to a state-of-the-art fitness facility
- ❖ Values-oriented community-engaged employment
- ❖ Best colleagues in town
- ❖ We help you grow – personally and professionally

Do you have what it takes? Can you *imagine* the impact you can have as our **Accounts Payable Clerk** at the Y?

Please submit your CV and cover letter to hrsearch@ymywha.com with the position in the subject line. Only those candidates who are selected for an interview will be contacted.