



Assistant Accountant

Holy Blossom Temple (HBT) is a vibrant and inclusive Jewish institution committed to fostering a sense of community, promoting spiritual growth, and engaging individuals of all backgrounds. This is a great opportunity as HBT was recently [renovated and renewed](#). We are seeking an **Assistant Accountant** to join our dedicated Finance and Administration Team. This position reports to the Financial Controller.

Responsibilities:

- Bookkeeping/Accounting
- Journal entries
- Monthly bank reconciliation
- Revenue reconciliation
- Credit Card expense report & reconciliation of VISA statements and other payments (HST, WSIB, EHT, etc.)
- Stock Donation Reconciliation & donor confirmation allocations
- Accounts Receivable – manage collections including producing reports, liaising with various departments, following up with donors/members via email and phone (including tax receipt questions/troubleshooting)
- Creation of invoices (e.g. for venue rentals)
- Provide audit support to the Financial Controller
- Updating fund balances & pledge recording
- Support of financial and administrative online forms
- Support the Financial Controller in all reporting functions to ensure that timely financial reports are provided to various stakeholders
- Additional tasks and projects as assigned

Qualifications:

- Post-Secondary education in a related field or equivalent experience in accounting.
- Proficiency in Microsoft Office Suite, QuickBooks, and experience working with a CRM (preferably Salesforce) and/or ability to learn new software.
- Excellent organizational and time management skills, with the ability to prioritize.
- Ability to work collaboratively as part of a team and to self-motivate
- Knowledge of Jewish customs and rituals is beneficial and/or an interest to learn.

About Holy Blossom Temple:

Holy Blossom Temple is a leading Canadian Reform Jewish congregation with a rich history of responding to both tradition and modernity in our religious and spiritual expression. We pursue meaningful opportunities for personal growth and family fulfillment at every stage of life through belonging, learning, prayer and ritual, and acts of service for our congregation and community, our city and country, the Reform movement, Israel and all the world.

<https://holyblossom.org/>

<https://www.facebook.com/holyblossomtemple>

https://www.instagram.com/holy_blossom_temple/

Additional Information:

- This is a full-time permanent position to commence asap.
- Salary range is \$43,000-\$48,000 annually, plus medical and dental benefits, company matching pension program after one year, and Holy Blossom Temple Membership.

To Apply

Please submit your resume and cover letter to employment@holyblossom.org with the subject line: "Assistant Accountant" by **12:00pm on Thursday, June 22, 2023**. While we thank all applicants for their interest, only those selected for an interview will be contacted.

Holy Blossom Temple values the diversity of people and communities and is committed to excellence and creating an anti-racist, inclusive and equitable Jewish space, including with the following statement unanimously supported by the Holy Blossom Temple Board of Directors:

<https://holyblossom.org/no-silence-on-race/>.

Holy Blossom Temple welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.