

Job description

About SJCH

St. Jude Community Homes (SJCH) provides supportive housing to people challenged by mental illness. The organization operates on strong principles of community development and recovery to facilitate a supportive community where individuals can live, learn and grow. SJCH operates 4 buildings and a number of dispersed supporting over 136 households in downtown Toronto.

Job Summary

We are seeking a dedicated and passionate Bookkeeper to join our team. Reporting to the Manager of Finance, this role is essential in promoting our mission and engaging with the community to foster support for our initiatives. The ideal candidate will possess strong bookkeeping skills and a commitment to supporting the overall financial health of the organization, ensuring that we effectively manage our resources and accuracy in accounts.

Responsibilities

- Developing a good working knowledge of the daily operations of the organization including filing systems, and computerized files.
- Supporting accurate financial data and compliance
- Maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations, general ledger entries, monthly financial reporting, and record payments and adjustments
- Prepare and process payroll in a timely manner, ensuring compliance with relevant regulations.
- Assist in budgeting processes by providing necessary financial data and insights.
- Generate financial reports for management review, highlighting key metrics and trends.
- Collaborate with other departments to ensure accurate financial reporting and compliance with internal policies.
- Support audits by providing necessary documentation and explanations as required.

Qualifications

- Two-year community college diploma in accounting/finance or equivalent.

- Minimum 2 years of bookkeeping experience in Canada; preferably for a charitable or non-profit organization.
- Thorough knowledge in all aspects of bookkeeping and basic accounting principles and practices.
- Demonstrated ability to work independently and with a high degree of efficiency and accuracy.
- Proficient in the use of **QuickBooks** and **Excel**.
- A vulnerable sector police check will be required if hired.

Employment Equity

SJCH strives to embody its values of fairness, inclusion and justice in its hiring and employment practices and has a strong commitment to employment equity.

Job Type: Full-time

Pay: \$55,000.00 per year

Benefits:

- Life insurance
- Dental care
- Vision care
- EAP program
- Wellness program
- RRSP

Schedule:

- Day shift 9:30AM to 5:30 PM
- Monday to Friday; No weekends
- 379 Dundas St E, Toronto, ON M5A 2A6; reliably commute or plan to relocate before starting work required

Application method: wchen@sjch.ca

Application deadline: Aug 15th, 2025