



Union Gospel Mission
PO Box 1073 Stn Main
Winnipeg, MB R3C 2X4

Located at 320 Princess St.
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Finance Assistant

Union Gospel Mission Winnipeg is a non-profit evangelical, non-denominational Gospel Rescue Mission. Our purpose is to provide Christ-centered programs for the addicted and the poor men, women and children of Manitoba. We have an exciting opportunity for someone gifted, with financial administration skills, to be an integral part of our finance team.

Responsibilities of this position include (but are not limited to):

- Administrative support of donations, from receiving to donor acknowledgement, functions.
- Administrative support of accounts payable and receivables functions.
- Donor Care and acknowledgement.
- Work in a team environment to serve and support UGM's front line workers.

Desired Qualifications:

- Agree with our statement of faith and meet qualifications for employment.
- Have a growing, vibrant relationship with Jesus.
- Have a passion for Christ centred programs for addicted and poor people.
- Education in Accounting and/or Finance.
- Experience working in an Accounting and/or Finance role.
- Proficient in accounting software, preferably Quickbooks and Microsoft Office.
- Servant leader, organized and efficient.

How to apply:

Please visit www.gospelmission.ca and fill out our Missionary Application Form. Then submit your resume to jo-anne.scott@gospelmission.ca.

Only applicants, chosen for the interview process, will be contacted.
Applicants must be legally allowed to be employed in Canada.