



**Union Gospel Mission**  
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## **Business Care Assistant – Term Position**

Union Gospel Mission Winnipeg is a not-for-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 12+ month 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 accounts payable.
- Donor Care and acknowledgement.
- Work in a team environment to serve and support UGM's front line workers.

### **Desired Qualifications:**

- Education and work experience in accounting practices, especially accounts payable.
- Work experience with non-profit accounting practices.
- Work experience with QuickBooks.
- Work experience with budget, audit, and Government of Canada Charity Return.
- Work experience with Payworks and payroll processing.
- Competent computer skills, including Microsoft Word and Excel.
- Good written, oral communication, organizational and administrative skills.

### **How to apply:**

Please visit [www.gospelmission.ca](http://www.gospelmission.ca) and fill out our Missionary Application Form.

Only applicants chosen for the interview process will be contacted.