



CUMMINGS JEWISH CENTRE FOR SENIORS

JOB POSTING

JOB TITLE:	Claims Conference Coordinator
DEPARTMENT:	Administration
DIRECT SUPERVISOR:	Director, Finance and Administration & Claims Conference Manager
SCHEDULE:	Full-time, contractual position

SUMMARY

The Cummings Centre is a non-profit community centre committed to enhancing the quality of life of seniors and promotes positive attitudes about aging. The Claims Conference Coordinator will be responsible for providing technical, administrative and organizational support to the Program Manager of Services for Holocaust Survivors and the Social Services Department, as well as the Finance Department

DUTIES AND RESPONSIBILITIES

- Data entry of transactions into our software as well as ad-hoc excel reports
- Provide logistical support for the completion of relevant detailed reports
- Responsible for reviewing reports to ensure accuracy and completeness
- Ensure appropriate turnaround time on all data entry
- Proactively verify data
- Collaborate with other administrative and social services support staff
- There may be other departmental, or agency responsibilities assigned as required

EDUCATION, EXPERIENCE AND SKILLS

- DEC or certificate in administration or general accounting
- Minimum 3 years of relevant experience
- Knowledge of Sage and Pay Edge
- Understanding of accounting concepts and prior experience reconciling bank accounts
- Capable of handling a high volume of transactions in an efficient manner

- Strong organizational and analytical skills
- Ability to multi-task
- Capable of working independently and as part of a collaborative team
- Proficient in MS Office (Word, Excel, Outlook). Very comfortable creating and working with excel reports.
- Bilingual; French and English, Russian an asset. Languages in addition to French are beneficial to best service our clientele.

We thank all interested candidates for their interest; only those considered for the position will be contacted for an interview.

We encourage people from minority and racialized groups to apply. We welcome diversity in our workplace.

Interested candidates may submit their resume to HR at: HR@cummingscentre.org