



Job Opening

Mennonite Community Services of Southern Ontario (MCS) is a not-for-profit charity providing services to newcomers and the community. MCS is owned by several area Mennonite Churches who elect delegates to serve on the board of directors. MCS seeks to faithfully link resources with needs through its programs of Settlement, Employment, FESPA, Radio and Thrift Store.

Interested candidates should submit a **cover letter** together with a **resume** to:

Mennonite Community Services
Attention: HR Manager
16 Talbot Street East
Aylmer, ON N5H 1H4

Phone: 226-544-0380
Email: hr@mcson.org

Job Title:	Bookkeeper / Finance
Starting Date:	February 1, 2026, or as soon as possible
Hours:	3 – 4 Days per week (22.5 - 30 Hours)
Wage:	\$25,000 - 35,000+ annually - Depending on experience, Benefits included
Core Job Duties:	<ul style="list-style-type: none"> • Maintain accurate bookkeeping records and prepare reports • Maintain accounts receivable and accounts payable records • Prepare and process monthly payroll for all staff • Ensure expenses are allocated to the appropriate funding accounts • Prepare monthly bank reconciliations
Job Duties:	<ul style="list-style-type: none"> • Maintain accurate records of personnel costs • Maintain current knowledge of government payroll regulations and taxes • Prepare financial and funding reports as required • Assist with preparation of budget • Other duties as assigned
Core Requirements:	<ul style="list-style-type: none"> • Relevant accounting and bookkeeping experience, specifically within a charity • Good Microsoft Office and Sage Accounting skills • Strong problem-solving skills • Strong organizational skills • Effective time management skills • Commitment to Jesus centred faith and non-violent peacemaking
Requirements and Qualifications:	<ul style="list-style-type: none"> • Post Secondary Diploma in Accounting or Bookkeeping • Minimum 3 years experience in accounting and bookkeeping • Excellent oral and written communication • Able to sit for long periods of time • Appreciation for the Low German language, people, and culture an asset • Ability to speak Low German language an asset but not required • Willingness to work some evenings and Saturdays • Police check for the vulnerable person sector required upon hire at applicants' expense <p>Must be willing to adhere to all health and safety protocols required by Public Health.</p>
<p>Only suitable applicants will be asked to complete an application or be invited for an interview. We welcome applications from all qualified persons. Artificial Intelligence (AI) is not used in the review of resumes or applications. MCS is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If you require accommodations, please notify us and we will work with you to meet your needs.</p>	