



**MUSLIM WELFARE
CENTRE**

The following position is funded by the Government of Canada

Job Position: Accounts Receivable / Payable Clerk

No of Position: 1

Job Location: Unit 4 & 7, 100 McLevin Ave., Scarborough, ON M1B 5K1

Wage rate per hour: \$14/hr. – 37.5hr/week for 7 weeks

Minimum Qualifications: Must be a returning full time student of a College or University in Business Administration.

Application Closing: June 30, 2019

Job Descriptions:

Accounts Receivable / Payable Clerk Job Responsibilities :

- Making receipts for revenue and pays invoices by verifying and completing payable and receivable transactions.
- Prepares work to be accomplished by gathering and sorting documents and related information.
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Obtains revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
- Collects revenue by reminding delinquent accounts; notifying customers of insufficient payments.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains accounting ledgers by posting account transactions.



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The following position is funded by the Government of Canada

Job Position: Office Clerk

No. of Position: 1

Job Location: Unit 4 & 7, 100 McLevin Ave., Scarborough, ON M1B 5K1

Wage rate per hour: \$14/hr. – 37.50hr/week for 7 weeks

Minimum Qualifications: Must be a returning full time student of a College or University

Application Closing June 30, 2019

Job Descriptions:

- Maintain files and records so they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Undertake basic bookkeeping tasks and issue invoices, checks etc.
- Take minutes of meetings and dictations
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Assist in making travel arrangements and booking venues for conferences and events
- Perform other office duties as assigned



**MUSLIM WELFARE
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The following position is funded by the Government of Canada

Job Position: Food Bank Assistant

No. of Position: 1

Job Location: Unit 4 & 7, 100 McLevin Ave., Scarborough, ON M1B 5K1

Wage rate per hour: \$14/hr. – 37.50hr/week for 7 weeks

Minimum Qualifications: Must be a returning full time student of a College or University

Application Closing: June 30, 2019

Job Descriptions:

- Scheduling appointment for the Food Bank Clients.
- Providing information and answer all calls related to Food Bank.
- Receiving, sorting, packing and shelving food items.
- Distribution of food to clients on assigned food distribution days and time
- Ensuring that Food Bank stock is replenished on regular basis.
- Ensuring to make a purchase list of food items needed for the Food Bank.
- Maintaining clients' appointment record.
- Checking and verifying clients IDs, income and rent information at the time of registration
- Issuing client card with their file number.
- Prepare food hampers for distribution before the Food Bank start.
- Cleaning, vacuuming and tidy up Food Bank and office area.
- Weekly garbage clearing from Food Bank and office.
- To ensure volunteers' working hours record is up to date.
- Assisting in any other general duties as and when required.