John Howard
THE JOHN HOWARD SOCIETY OF MANITOBA

Johnhoward.mb.ca
T: 204-775-1514
F: 204-775-1670
W: johnhoward.mb.ca

583 Ellice Avenue
Winnipeg, Manitoba
R3B 1Z7

Accountant

The John Howard Society of Manitoba

Location: On-site, 583 Ellice Avenue, Winnipeg, MB
Position Type: Full-time, Permanent, Non-union
Schedule: Monday to Friday, 37.5 hours per week
Salary: $60,000–$65,000 per year, based on experience
Reports To: Executive Director
Start Date: As soon as possible
Application Deadline: December 4, 2026

ABOUT US

The John Howard Society of Manitoba supports people involved in or impacted by the justice system. Our programs include housing supports, outreach and reintegration services, employment and education programming, and restorative justice initiatives.

We're a registered charity with an annual budget of about $3 million and approximately 30 staff. Our work is funded through provincial and federal government departments, grants, and community partnerships, and each program has its own budget and reporting requirements.

ABOUT THE ROLE

We're looking for an Accountant to run our day-to-day finances. As our sole finance staff member, you'll own the books, payroll, vendor payments, and funder billing, and you'll be the go-to person for financial questions from our Executive Director and program managers.

You'll work closely with our Executive Director and an experienced external finance advisor who provides oversight, review, and guidance. If you enjoy hands-on accounting, like variety, and want your work to make a real difference in the community, we'd love to hear from you.

WHAT YOU'LL DO

- Manage accounts payable and receivable, preparing payments for approval and following up on outstanding receivables and funding payments.
- Invoice provincial and federal funders, and track grants, contribution agreements, and service agreements by program.
- Prepare supporting schedules for funder claims and reports and keep track of funder deadlines.
- Complete monthly bank, payroll, and balance sheet reconciliations.
- Run bi-weekly payroll in Payworks for about 30 staff, including union dues, pension, and benefit deductions, statutory remittances, and year-end T4s.
- Prepare monthly financial statements and budget-to-actual reports for review by the Executive Director and finance advisor.
- Support the annual budget process and keep approved budgets up to date in the accounting system.
- Prepare year-end working papers for the annual audit (fiscal year-end March 31) and work with our external auditors.
- Prepare and remit GST, WCB premiums, and other statutory filings.
- Help improve our finance processes and keep financial records organized and confidential.

WHAT YOU BRING

- 3+ years of hands-on accounting experience, including payroll.
- Non-profit experience is a strong asset.

John Howard
THE JOHN HOWARD SOCIETY OF MANITOBA

Johnhoward.mb.ca
T: 204-775-1514
F: 204-775-1670
W: johnhoward.mb.ca

583 Ellice Avenue
Winnipeg, Manitoba
R3B 1Z7

- Familiarity with fund accounting and Canadian accounting standards for not-for-profit organizations (ASNPO) is an asset.
- Post-secondary education in accounting, finance, or business, or an equivalent combination of education and experience.
- Strong Excel skills and experience with accounting software; experience with MultiLedger and Payworks is an asset.
- Comfort working independently and managing multiple deadlines across programs and funders.
- Accuracy, sound judgment, and the ability to handle confidential information with care.
- Clear communication and a collaborative approach with staff, funders, and auditors.
- Commitment to our mission and to equity, inclusion, and respect.

WHAT WE OFFER

- A salary of $60,000–$65,000 per year, based on experience.
- Employer-contributed medical, dental, vision, life insurance, and pension.
- Three weeks of paid vacation and paid sick days.
- An Employee Assistance Program (EAP) and on-site parking.
- Meaningful work supporting restorative justice and reintegration.

HOW TO APPLY

Apply through Indeed with your resume by December 4, 2026. Applications are reviewed as they are received. We thank all applicants for their interest; only those selected for an interview will be contacted.

Successful completion of a criminal record check and vulnerable sector check is a condition of employment.

The John Howard Society of Manitoba is committed to equity, diversity, and inclusion, and welcomes applications from all qualified individuals. Accommodations are available upon request at any stage of the recruitment process.