



Administrative Clerk – Corporate Support Services

Child Welfare & Counselling

Part-Time | 4 Days per Week (Approximately 28 Hours) – 1 year contract

Jewish Child and Family Service (JCFS) is seeking an organized and detail-oriented Administrative Clerk to join our Corporate Support Services team. This position provides administrative and financial support primarily to our Child Welfare and Counselling programs.

Key Responsibilities

- Organize and process invoices, payments, billing, and related financial documentation.
- Monitor payments and outstanding financial or administrative items and ensure appropriate follow-up.
- Ensure financial paperwork, approvals, and supporting documentation are complete and accurate.
- Support financial assessments for JCFS's geared-to-income Counselling program.
- Open, maintain, update, and close client files in electronic systems, including CFIS and OWL Practice
- Process appointments, service bookings, and other scheduling requirements.
- Monitor files for missing or incomplete documentation and follow up as required.
- Assist with data entry, reporting, record maintenance, and information retrieval.
- Respond to inquiries from clients, staff, service providers, and community partners.
- Act as back-up support to JCFS File Clerk and Archivist
- Provide administrative backup and support within Corporate Support Services as required.
- Maintain confidentiality when handling sensitive client, financial, and Child Welfare information
- Other duties as required

Qualifications

- Diploma in Business Administration, Office Administration, Accounting, Bookkeeping, or a related field. An equivalent combination of education and experience may be considered.
- Minimum two (2) years of experience providing administrative and financial support.
- Experience with invoicing, billing, payment processing, and financial documentation.
- Experience maintaining electronic client or service records.
- Strong computer skills; experience with QuickBooks, OWL Practice and/or CFIS is an asset.
- Excellent organizational skills, attention to detail, and ability to manage competing priorities.
- Strong written and verbal communication skills.

- Ability to work independently and collaboratively, with demonstrated initiative and follow-through.
- Professional judgment, discretion, and a strong commitment to confidentiality.
- Ability to work evenings as needed
- Ability to speak a second language such as Russian, Hebrew, or Spanish is considered an asset.

Compensation:

- \$23 – 25 per hour, based on experience
- Supportive team environment
- Pension and extended benefits
- 12 sick days per year pro-rated
- 4 weeks vacation per year pro-rated
- Access to professional development

Equity and Accessibility

JCFS Winnipeg is committed to creating an inclusive workplace. In accordance with Manitoba Human Rights legislation and employment standards, JCFS does not discriminate in employment practices on the basis of race, ancestry, nationality, ethnic origin, religion, age, sex, gender identity, sexual orientation, marital or family status, source of income, political belief, or physical or mental disability.

Reasonable accommodations are available during the recruitment and selection process for applicants with disabilities. Applicants who require accommodation are encouraged to notify us during the application process.

To Apply:

Please submit your resume and cover letter outlining your experience and interest in the role, along with two references.

Applications can be submitted to sbernstein@jcfswinnipeg.org, Chief Financial Officer, and by Friday, October 30th, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.