Bookkeeper (Temporary Contract)

**Job Posting**

DESCRIPTION OF AGENCY

We are seeking an experienced and detail-oriented **Bookkeeper** to maintain the fiscal systems and financial record-keeping of the Centre and support the direction of the organization.

Summary

The bookkeeper is responsible for day-to-day accounting, such as journal entries, processing invoices, account reconciliation, payroll and bank deposits. The bookkeeper also maintains all financial records including keeping records of assets and liabilities, preparing financial statements, completing required tax forms, processing payroll, and generating regular reports for the Executive Director and the Board of Directors.

The successful candidate should possess the following qualities:

Education and Experience:

**Qualifications:**

* Post-secondary education in accounting or bookkeeping, or the equivalent combination of education and experience.

**Experience:**

* The ideal candidate has worked as a professional bookkeeper for at least three years.
* Knowledge and expertise of current issues and trends in community programming and issues related to diverse communities, particularly issues facing marginalized and under-served populations.
* Ability to communicate effectively, both orally and in writing.
* Demonstrated experience in management of the administrative and financial activities associated with not-for profit operations, preferably familiar with the requirements of the [MAIN FUNDER].

**Required Skills:**

* Proficiency in ACCPAC® (Sage 300®), Microsoft Excel® and word-processing software.
* Excellent verbal communication and writing skills.
* Ability to work independently and as part of a team.
* Strong interpersonal, time management, organizational and problem-solving skills.

Responsibilities

* Prepares monthly financial statements to assist the Executive Director in the management of the Centre.
* Prepares regular reports for the Board of Directors
* Collects and provides detailed information on accounts and budgets.
* Maintains the set of books on the financial operation of the Centre.
* Compiles and submits the financial accounts for the yearly audit and provides information required by the audit procedure.
* Acts as a resource person to the Finance Committee to facilitate its activities.
* Compiles and maintains payroll, pension, and benefit records for each employee and submits required documentation to Revenue Canada.
* Monitors expenditures and controls accounts receivable and accounts payable for the proper financial maintenance of the Centre.
* Prepares financial material for funding proposals and ensures submission of required reports to funding sources within deadlines.
* Manages cash procedures, ensuring proper control. Manages cash flow and investment of funds.
* Assist with the financial portion of grant requests and reports.
* Calculates and provides information on budget and expenses for Centre staff as required for the proper financial maintenance of the Centre.
* Provides statistical and financial analysis and data relative to collective bargaining.

Performs other relevant duties as required.

This is a temporary, part-time contract - 10 hours/week. The contract will start immediately and end on [DATE].

Please send resume and a covering letter that describes how your skill set and recent experience make you a qualified candidate for this position to: