

Bookkeeper

Part-Time Position

Description

The Bookkeeper is employed by the Northern Hills Community Association (NHCA) and is accountable to the Executive Director. Governed by the Mission Statement and working within the policies and procedures of the Association, the Bookkeeper oversees the financial performance, reporting, and record keeping of the NHCA.

Availability

- Approximately 15 Hours/week with \$30/hour pay (negotiable based on experience/qualifications)
- Flexibility in hours is required

Roles

- Reporting and Management of AGLC, Grants and Funds
- Administering NHCA's Financials

Responsibilities

- Regular and accurate recording of monthly transactions using approved accounting software
- Receives incoming funds and prepares bank deposits according to accounting policies
- Processes accounts payable, follow-up on accounts receivable and prepares payroll
- Prepares cheques for board signatures
- Track and record prepaid expenses and amortization on a monthly basis – create schedules as needed
- Using the deferral method of accounting, track and record all received grants and funds
- Preparation of financial statements (i.e. monthly financial statements, yearly financial statements)
- Work with the Treasurer and the external auditor to prepare year-end financial statements
- Assists in the preparation of annual reports and audits for presentation at the Annual General Meeting
- Provides input and recommendations to the NHCA in relation to financial matters
- Annually prepares an operating budget with the Executive Director
- Assists, recommends, and supports the NHCA in all fundraising activities (i.e. grants, AGLC, etc.)
- May be required to attend or provide staff representation at events and meetings as directed by the Executive Director
- Other duties as assigned by the Executive Director in consultation with the Treasurer

Requirements

- CPA or previous bookkeeping experience
- Experience with non-profit organizations is preferred
- AGLC fund management knowledge preferred
- Knowledge of MS Office Suite applications and accounting software
- Collaborative and Team working mindset and skillset
- Attention to detail and problem-solving skills

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.