

**Ukrainian Cultural and Educational Centre
Bookkeeper Job Description**

Job Type: Part-time or Full-time available

Deadline for application: 4:30 PM, October 31st, 2021

Positions: 1

Location: 184 Alexander Ave, Winnipeg, MB.

To apply: Email a cover letter and resume to info@oseredok.ca

Summary

The bookkeeper reports to the Executive Director and is responsible for maintaining the Centre's general ledger, which entails recording daily transactions, deposits, and income. The bookkeeper must be detail oriented, have strong math skills, and be efficient and comfortable working in Simply Accounting.

Qualifications for bookkeeping positions:

- Bachelor's degree in Accounting, Finance, or related field
- 3-5 years relevant experience working in accounting and bookkeeping
- Thorough knowledge and understanding of GAAP
- Strong verbal and written communication skills
- Proficient skills in Simply Accounting and Microsoft Excel
- Experience with accounts payable, accounts receivable, payroll, and general ledger
- High degree of accuracy and attention to detail

Specific Duties and Responsibilities:

- Perform payroll functions in an accurate and timely manner, and submit payroll taxes
- Conduct reconciliation of all accounts on an as needed basis
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition
- Prepare financial reports through collection, analysis, and summarization of data for both general board meetings, finance meetings and as requested by the Executive Director.
- Apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards
- Assist in the yearly external audit of the Centre

About Oseredok:

Oseredok Ukrainian Cultural and Educational Centre is a public heritage institution with a mandate to preserve and share Ukrainian heritage in Canada. It collects, cares for, documents and interprets material related to the intellectual and cultural life of the Ukrainian community. These include, among other, objects of material culture, folk art, fine art, ethnology, and community history. The Centre shares its collections with the public through a public program of exhibitions, guided tours and affiliated activities, workshops, courses, public lectures and special events. It also provides access to its holdings for researchers and provides reference services to the public.

Oseredok is committed to equity in all its policies, practices and procedures. We welcome applications from all qualified individuals who apply for this position.