

Bookkeeper and Office Administrator

Summary

The Bookkeeper and Office Administrator 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:

- 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:

The Bookkeeper will help Oseredok implement standard financial processes and internal controls to improve the Centre's accounting systems and enhance the integrity of the financial statements.

Processing of Vendor Invoices

Processing of Donations

Bank Services for auto debiting and auto payments

Processing of Payroll

Monthly Bank and Credit Card Reconciliation

GST Rebate Filing

PST Filing

Quarterly General Ledger Reconciliation

Generating Quarterly Financial Statements

Availability of Monthly Financial Reports

Year-End Processes (Done annually)

Additional Year-End Processes (Done Annually)

Office Administrator assists with the day-to-day operations of the Centre through various office duties.