

POSITION: Full Charge Bookkeeper (Part-Time)

REPORTS TO: Office Manager

JOB SUMMARY:

The Full Charge Bookkeeper will serve as the operational hub of our Finance Department and assist in implementing new systems of controls and accounting procedures. This position is responsible for the accurate and timely recording of all transactions in our Sage 50 Accounting System, including Cash Receipts, Accounts Payable, Payroll, General Leger Entries, and closing the books each month in preparation for the production of financial reports. This position requires an exceptional attention to detail, effective interpersonal communications, adaptive flexibility and a willingness to contribute to the development and administering of controls over the organizations accounting policies and procedures.

JOB DUTIES:

Key Accountability:	Bookkeeping and Accounting
Duty Statement:	<ul style="list-style-type: none"> • Accounts Receivable: Prepare invoices as required, provide appropriate communication with customer account status of past-due accounts, and reconcile Accounts Receivable Ageing balances to General Ledger each month. • Cash Receipts: Properly code and reconcile all cash receipts, including cash and checks received and direct deposits made from credit cards and third-party processors of online contributions. • Bank Deposits: Prepare bank deposits on a daily basis or as required • Accounts Payable: Set up new vendors as required and maintain accurate and complete vendor files. Code and classify all invoices for payment, distribute to responsible parties for approval, print checks for signature in Sage 50 and mail payments after obtaining authorized signature(s) on a bi-weekly basis. • Credit Cards: Administer and ensure the proper coding of all credit card expenditures and reconcile credit card statements each month. • Payroll: Ensure that all employee payroll files are current and complete and that all hours and salaries have been reviewed and approved by appropriate authorities. Post final payroll amounts to General Ledger. Prepare and remit payments to required services,

	<p>such as WCB, Federal and Provincial governments, etc.</p> <ul style="list-style-type: none"> • General Ledger . Maintain chart of accounts as required to ensure proper job costing of programs and projects. Reconcile all cash and credit card accounts, post required journal entries, reconcile all other balance sheet accounts, update job costing reports and reconcile data with appropriate Directors prior to submitting reports to Executive Director prior to issuance. • Internal Reporting . Create/generate financial reports for Directors to track business performance – both in Simply Accounting and Excel. Generate monthly financial reports for Finance Committee as required. • Aspirational Conduct. Strive to be professional, friendly, curious, persistent, disciplined, helpful, highly ethical, and trustworthy at all times. Maintaining confidentiality – and a sense of humor – is essential to this position.
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JOB QUALIFICATIONS:

1. Character:

- a. Must be actively following Christ and support the vision of Keats Camps
- b. Must be kind.
- c. Must be seeking to learn and grow.
- d. Must be able to work co-operatively on a team.

2. Skills and Experience

- a. Must have experience and/or certification in Simply Accounting (Sage 50) and have at least 3 years of experience in the areas noted above in either a For Profit or Non-Profit environment.
- b. Excellent ability to communicate in written and oral English
- c. Proficient with all Microsoft Office programs
- d. Able to work independently and with a team

The overarching goal in all that we do is to model Christ to every person who comes to Keats Camps, including the staff and volunteers. Those who come to Keats this summer should leave knowing that they have been involved in a community that is different, and infinitely better, than what the world has to offer.