

Virtual Bookkeeper

Job Purpose and Summary

The Bookkeeper is responsible for the preparation and maintenance of financial records and reports for CAEH. S/he provides financial support to the President & CEO through bookkeeping, payroll, banking and reporting services.

Under the direction of the President & CEO, the Bookkeeper maintains all necessary and appropriate records, files and books journal entries to ensure the smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

Duties and Responsibilities

Bookkeeping

- Prepare General Ledger and supporting accounts within Quickbooks accounting system
- Make adjusting entries
- Month end closing and reconciliations
- Prepare Accounts Payable files and process cheques for signing and distribution
- Record all revenues including and perform reconciliations from the National Conference on Ending Homelessness, donations, grants, community memberships and TTA fee-for-service
- Reconcile all accounts and print financial statements, including Balance Sheet, Trial Balance, Performance to Budget/Variance and Cash Flow
- Issue Non-Resident Withholding Tax submissions to CRA as required
- Maintain financial records and statutory filings

Payroll

- Payroll administration, including preparing bi-weekly payroll files for processing, administering group benefits and submitting remittances to Receiver General for Source Deductions via web-based payroll service

Banking

- Reconcile bank accounts monthly
- Monitor cash flow and cash management
- Issue Stop Payments on lost/cancelled cheques
- Perform bank transfers (approved by the President & CEO)

Reporting

Prepare:

- monthly Financial Statements
- Quarterly HST/GST returns
- financial schedules for grant reports
- grant confirmations and monitor reporting requirements
- year-end information for accountant
- annual Income Tax and T3010 forms and file
- T4A-NR submissions and submit
- audit documentation when required

Monitor charitable receipts via NationBuilder

Knowledge, Skills and Abilities

- Strong computer skills, including Quickbooks, Excel.
- Complete and expert understanding of all accounting principles and standards for charitable organizations in Canada.
- NationBuilder knowledge/experience an asset.
- Understanding of provincial and federal reporting standards for national not-for-profit organizations.

Qualifications

- Degree or diploma in business or administration and certification in bookkeeping or financial management.
- Minimum 7 years recent related experience, ideally with a charitable organization in Canada.

Conditions of Employment

- This is a part time contract position of 8 hours per week, with occasional times during the quarter where additional hours might be required.
- The incumbent will work remotely from their home office.

Please submit your resume to info@caeh.ca by June 26, 2020