



## Bookkeeper

### **Job Overview:**

As a Bookkeeper, you will play a critical role in maintaining accurate financial records and ensuring the financial health of our organization. You will be responsible for recording financial transactions, reconciling accounts, preparing financial reports, and assisting with budgeting and forecasting. This role requires strong attention to detail, proficiency in accounting software, and the ability to work collaboratively with other financial services team members.

### **Key Responsibilities:**

#### **Financial Record Keeping:**

- Record day-to-day financial transactions, including purchases, sales, receipts, and payments, in accordance with established accounting principles and procedures.
- Maintain complete and accurate financial records, organized documentation, and transactional data in accounting software or spreadsheets.

#### **Accounts Reconciliation:**

- Reconcile bank statements, credit card statements, and other financial accounts to ensure accuracy and identify discrepancies.
- Investigate and resolve any discrepancies or issues related to financial transactions or account balances.

#### **Financial Reporting:**

- Prepare financial statements, including balance sheets, income statements, and cash flow statements, on a regular basis.
- Maintain monthly schedules including grants, work in process, and the like.
- Generate financial reports and analysis to support management and board decision-making.

#### **Accounts Payable and Receivable:**

- Process accounts payable invoices, verify accuracy, and ensure timely payments to vendors and suppliers.
- Manage accounts receivable, generate customer invoices, and follow up on overdue payments to maintain healthy cash flow.

#### **Budgeting and Forecasting:**

- Assist in preparing annual budgets and financial forecasts, working closely with the finance team and department heads to gather relevant information.
- Monitor budget vs. actual performance and provide insights and analysis to support budget management and decision-making.

#### **Compliance and Audit Support:**

- Ensure compliance with accounting regulations and company policies, including timely submission of tax filings, payroll reporting, and other statutory requirements.
- Assist with internal and external audits by providing documentation, reconciliations, and explanations as needed.

- Ensure GST and taxes are files on time.

**Educate and Support Members in Learning Non-Profit Accounting Best Practices**

- Develop tools, templates, policies and processes to increase the financial effectiveness of non-profits
- Conduct workshops and/or board consultations to increase volunteer awareness and proficiency
- Write newsletter articles around financial best practices
- Other duties as required

**Qualifications:**

- Bachelor's degree in Accounting, Finance, or related field (Associate's degree with relevant experience may be considered).
- Proven experience (2+ years) as a bookkeeper or accounting assistant, preferably in a corporate or nonprofit setting.
- Proficiency in accounting software such as SAGE or similar platforms.
- Strong understanding of accounting principles and practices for non-profits (ASNPO)
- Excellent attention to detail, organizational skills, and ability to manage multiple tasks simultaneously.
- Strong analytical and problem-solving skills, with the ability to reconcile accounts and resolve discrepancies.
- Excellent communication skills and ability to work collaboratively with cross-functional teams.

**HOURS OF WORK:**

35 hours per week.

General office hours are 8:30 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to noon Fridays. Evening and weekend work will be required.

**SALARY:**

\$48,000 to \$51,500 per year plus benefits

**Deadline:**

- As soon as a qualified candidate is found

**Apply:**

Please provide your resume and cover letter to: [Leslie.evans@calgarycommunities.com](mailto:Leslie.evans@calgarycommunities.com)