

Full-Time Senior Bookkeeper

Guido de Bres Christian High School |
Hamilton, ON

Reporting directly to the Board Treasurer, and indirectly to the Principal, the Senior Bookkeeper role will oversee all day-to-day financial activities of the school and assist in strategic financial planning alongside the Board Treasurer.

This full-time hourly position will include a comprehensive benefits plan and competitive salary and has an expectation to be based full-time within the facilities at Guido de Bres with the opportunity to re-evaluate over time. The role will be heavily self-directed, so a successful applicant is one who is motivated and driven to process improvement alongside the cyclical management of financials.

Roles and Responsibilities:

- Day-to-Day management of overall financial books
 - Monthly bank reconciliation
 - Monthly review of actuals to budget, investigation of areas of material variance
 - Manage relationships between financial partners including CIBC
 - Oversight and distribution of petty cash funds
 - Administration of special accounts (SLT, Phys ed, office supplies, etc.)

- Accounts Payable activities
 - Reception and posting of all invoices into QuickBooks.
 - Monthly billing cycles for transportation, utilities, and contractors
 - Federal and Provincial Tax Remittances

- Accounts Receivable activities
 - Management and collection of special board-approved tuition payment cases
 - Follow up on arrears at the local level – updates from all local Treasurers on arrangements and ongoing follow up
 - Oversight of financial matters for any United Reformed members (currently tracked in the “Individual” category in Traxis)
 - Update enrollment statistics
 - Oversight and management of Traxis (donation tracker) including annual close/open
 - Tracking and allocation of e-Transfer donations
 - Key point of contact for local treasurers for all financial matters

- Payroll, Compensation and Benefits Administration
 - Bi-weekly payroll cycle run, paycheque creation, and paystub distribution.
 - Prepare and distribute ROEs and T4s for staff members.
 - Liaise with HR Committee and Staff on any Compensation, Benefit, or financial inquiries.
 - Liaise with PV&V to update staffing payroll and benefits information when new contracts signed.
 - Assist treasurer, board, and principal with annual salary letter creation and updates.

- Reporting and Strategic Planning
 - Timely reporting of financial activities after the period close
 - Lead monthly review of financials with Administration and Board Treasurer
 - Monthly financial package for Regional Board inclusive of budget forecast or trendline
 - Monthly AR reports for local treasurers
 - Assistance in preparation of the annual budget
 - Maintain a list of possible enhancements for Traxis software.

- Regulatory Adherence
 - Liaise with the treasurer and Edvance accountant regarding year-end items and ensure Charity T3010 is completed before December 31st.
 - Assist 3rd Party audit firm with annual audit process inclusive of preparation of files.
 - Together with Treasurer, complete Annual Charitable Tax Receipts

What You'll Need to Succeed:

- Organized with attention to detail.
- Strong analytical, logical thinking, and problem-solving skills.
- Proficient verbal and written communication skills.
- Thorough understanding of bookkeeping best practices and processes
- Familiarity with CRA requirements for not-for-profit organizations
- High level of attention to detail and the ability to deliver on-time results consistently.

Education and Experience

- College Diploma in Finance or Accounting, or equivalent experience
- 3 – 5 years in a bookkeeper role or similar position
- Experience with Intuit QuickBooks software (Online and Desktop) is preferred.
- Experience working with Edvance and Traxis is an asset but not required.
- Working knowledge of the Google G-suite applications or a comparable platform is an asset but not required.

If you are interested in applying, please submit a letter of application along with a resume, your view of Reformed education, and two references to

ava@workzrecruiting.com