

Part - Time Bookkeeper

Guido de Bres Christian High School | Hamilton, ON

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

This position is a salaried four-day per week part-time role, inclusive of a competitive benefits package and compensation. While there will be an expectation to be in-office three days per week, significant flexibility to work from home will be provided during summer months and non-education days on top of a three-week vacation allotment. 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 on 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 eTransfer donations
 - Primary point of contact for the 20 local treasurers for all financial matters

- Payroll, Compensation and Benefits Administration
 - Bi-weekly payroll cycle run, paycheque creation and paystub distribution
 - Prepare and distribute ROE's and T4's for staff members
 - Liaise with HR Committee and Staff on any Compensation, Benefit or Financial inquiries
 - Liaise with PV&V to update staffing benefit 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 period close
 - Monthly review of financials with Administration and Board Treasurer
 - Create monthly financial statement package for Regional Board and Local Treasurers
 - Assistance in preparation of annual budget
 - Maintain list of possible enhancements for Traxis software

- Regulatory Adherence
 - Liaise with 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 or ability to understand CRA requirements for not-for-profit organizations.

Education and Experience

- College Diploma in Finance or Accounting, or equivalent experience
- 3+ years in a bookkeeper role or similar position
- Experience with Intuit QuickBooks software's (Online and Desktop) is preferred.
-

For additional information and a full job description please contact Mike Krikke, Board Treasurer at mike@krikke.com