



JOB POSTING – BOOKKEEPER PART-TIME PERMANENT POSITION

Change for Children (CFC) is looking for a Part-Time Bookkeeper at our office in Edmonton. This position will require a time commitment of 10 - 15 hours/week (flexible scheduling available).

POSITION TITLE:	Bookkeeper
POSITION TYPE:	Part-Time
REPORTS TO:	Executive Director
APPLICATION DEADLINE:	Friday May 15, 2020 at 5:00 PM

Responsibilities:

Reporting to the Executive Director, the **Bookkeeper** will be responsible for performing a variety of bookkeeping and accounting duties for an organization with an operating budget of over \$1 Million annually. The desired individual will have advanced experience with QuickBooks, experience with a variety of bookkeeping and accounting duties including Ceridian payroll, financial record keeping, entering transactions including revenues from donations, accounts payable, receivable and managing the general ledger. Further, the desired individual will have experience working in the nonprofit setting, an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well in a fast-paced, changing environment with minimal supervision.

The ideal candidate will:

- Have a minimum of 5 years' accounting experience in the non-profit, public or private sector;
- Be knowledgeable of federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.;
- Possess strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow;
- Demonstrate proficiency in QuickBooks accounting software, word-processing, email and database and spreadsheet software (including Microsoft Office);
- Ability to work under pressure in a fast-paced work environment;
- English language fluency;

Other preferred qualifications:

- Knowledge of international development organizations;
- Knowledge of the Canadian NGO community, funding, and government policies;
- Experience developing accounting policies and procedures;

Primary Duties & Responsibilities:

- Works with the Executive Director to prepare and manage a comprehensive organizational budget;
- Processes donations and enters them in our Donor Management Software;
- Enters donations by batch into QuickBooks;
- Ensures timesheets are submitted by all staff and approved by the Executive Director;
- Processes payroll through Ceridian at the end of each month and prepare mid-month advance cheques as required;
- Maintains the general ledger and oversees financial accounting systems for cash management, accounts payable and receivable, and deposits.
- Issues cheques for bills and employee expense reimbursements in an accurate and timely manner;
- Ensures that all expenditures are appropriately categorized;
- Makes bank deposits as required;
- Reconciles bank and investment accounts;
- Monitors and manages on-line donor platforms;
- Ensures funder requirements for financial reports are met;
- Prepares funder financial reports as required;
- Develops accurate financial statements and reports and maintains CFC accounts in accordance with generally accepted accounting principles;
- Prepares for and liaises with auditor to complete the annual financial audit / preparation of financial statements;
- Proactively maintains highly organized filing system; files invoices, payroll paperwork, reimbursements, and other financial records. Documents and maintains complete and accurate supporting information for all financial transactions;
- Assists in the development and implementation of systems and procedures as needed.
- Pulls reports and relevant information from QuickBooks and our Donor Management Software to prepare the Registered Charity Information Return annually;
- Performs other duties as assigned by the Executive Director.

Position Details:

Wage: \$28.00/hour

Application deadline: 5:00 pm Friday May 15, 2020.

This position will report directly to the Executive Director and it is envisioned that the position will be based at the CFC office in Edmonton, although alternative arrangements can be suggested if required, particularly in the continued context of COVID19. Hours of work can be flexible to accommodate successful applicants.

To apply: Interested applicants must submit a cover letter, résumé, and the names of two references to Lorena@changeforchildren.org by 5:00 PM on Friday May 15, 2020

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Change for Children:

Change for Children was founded in 1976 by a small group of people in the Edmonton area who were convinced that concerned Albertans could make a positive impact in the fight against poverty and injustice, internationally and in their own communities. They were right.

For more information about Change for Children please visit www.changeforchildren.org