

# **JOB DESCRIPTION**

## **Streets Alive Family Support Association**



**Title:** Bookkeeper

**Supervisor:** Director, Administration & Finance

### **General Summary:**

This position is responsible for working with the Director, Administration & Finance and the Administrator, to ensure that the Association's financial resources are managed with integrity and accountability through the preparation of timely and accurate financial reports.

### **Qualifications and Skills:**

- Must have a clear desire to serve low-income people, be friendly, flexible, enthusiastic, and passionate about the Christian ministry of Streets Alive Mission.
- Ability to plan, organize and handle multiple tasks simultaneously.
- Must be able to communicate clearly and courteously, verbally and in writing with strong organizational and interpersonal skills.
- Be detail oriented and able to work with little supervision.
- Must be competent in computer applications such as Microsoft Excel, QuickBooks, Payroll Software and Donor Database management.
- At least 3 years experience in bookkeeping and strong background and work experience in payable and receivable management controls.
- Knowledge of filing individual tax returns (for clients)

### **Duties and Responsibilities & Expectations:**

- To manage the receipt, recording and deposit to the proper bank accounts all funds received by the Association.
- To manage the preparation, recording, verification and collection of all accounts receivable of the Association.
- To manage the receipt, recording, verification and payment of all accounts payable of the Association.
- To manage the receipt, recording, verification and payment of all cash disbursements of the Association.
- To manage the receipt, recording and verification of all funds electronically received to the proper bank accounts by the Association.
- To manage the process of verifying, assigning for allocation and inputting to the general ledger all data for accounts payable, accounts receivable, payroll, deposited funds and miscellaneous items.

- To manage the process of completing the monthly bank reconciliations, the input of the appropriate entries to the general ledger and the preparation of the monthly reports associated with month end.
  - To manage the year end completion of all relative returns and reports of the Association including WCB, GST, T4s in a timely manner.
  - To manage and maintain the payroll data base program; verify payroll inputs and prepare EFT payrolls for the employees of the Association.
  - To participate in weekly Staff Meetings
  - To take on any other work or projects as assigned by the Director, Administration, as needed.
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- To show a sincere interest in the people we serve and the importance of the message we send out in the community.
  - It is essential to share the vision and guidelines of the Association, to put the love of Christ in action, and a Christian commitment which is shown through regular church attendance.
  - To be an example of a person under spiritual leadership for staff, volunteers and clients.

### **Hours and Benefits:**

- Hours: Average 20 hours per week, may vary seasonally. Work outside normal business hours is expected from time to time.
- Leave, Holidays, and benefits as described in the Employee Handbook.