

JOB DESCRIPTION

Streets Alive Family Support Association



Title: Bookkeeper

Supervisor: CFO

General Summary:

This position is responsible for working with the Chief Financial Officer 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, allocating 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 Chief Financial Officer, as needed.
- To show a sincere interest in the people we serve and the importance of the message we send out in the community.

Hours and Benefits:

- Hours: Average 25 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.