

Accountant / Bookkeeper Job Description

Organizational Overview:

General Overview:

The accountant / bookkeeper manages all of the accounting tasks for LifeCycles, including all bookkeeping and payroll. The accountant will work closely with the Executive Director to ensure the smooth financial operations of the organization.

Anticipated start date: March 13

Location: Victoria BC

Hours per week: 10-12 hours a week for 50 weeks a year

Wage: This is a contract position at \$30-40/hour

Please apply by end of day February 27th with a cover letter and resume to maurita@lifecyclesproject.ca

Key Responsibilities:

- All accounting and bookkeeping functions, including familiarity and experience with Sage 50 Accounting software
- Create and reconcile all filings/payments as required by CRA, including:
 - Annual Charitable Return
 - Annual T4's and T4 Summary
 - Annual Charitable tax receipts, including emailing/ mailing to all donors
 - Monthly Payroll Source Deductions and payments
 - Quarterly GST reports, reconciliation and payments, if required
- Create and reconcile all additional mandated external reports, including:
 - Annual WCB report and payment
- Create and reconcile monthly bank statements to accounting records
- Create and prepare accurate Annual Financial Statements; Quarterly Reports to Director, Board and Staff detailing budgeted vs actuals with relevant comments and explanations of significant variances
- Create ad hoc reports of actual program revenues and expenses, as requested by Director, Staff or Board
- All payroll functions, including preparation of correct payroll cheques to match reconciliations
- Creating, recording and managing staff timesheets including ongoing overtime/undertime, vacation accrual, and sick leave; ensuring accuracy in all changes to weekly approved hours/rates of pay/project allocation

- With Executive Director and management team, preparing Annual LC Budget for each Program and consolidated budget. Preparing budgets for funding applications, when requested, to support fundraising work
- Prepare, quarterly budget reports comparing actuals with budgeted amounts and highlighting variances with commentary
- Recording invoices as they are received from Program Coordinators
- Tracking invoices that coordinators have issued and copied to Accounting, within each program, matching with payments received, then alerting Program Coordinators of payments not received after 30 days
- Ensuring all payables are paid in a timely manner (as received) and cheques are mailed/distributed as soon as they are co-signed by an authorized Board member
- Manage and restock petty cash as needed, keeping records
- Maintain a reasonable and orderly file system for all accounting documents
- The accountant is to make his/herself readily available to staff, board and others within LifeCycles, for consultation regarding any accounting questions or issues, including preparation and analysis of program budgets.
- Working with Executive director, Board and Program Managers to ensure that reporting is up to date and accurate.

Key Qualifications:

- Fluency with Sage Accounting System
- 2 or more years experience working in non-profit sector
- Highly efficient
- University degree or Accounting Diploma with minimum 1 year full cycle accounting experience
- Excellent attention to detail
- Ability to train and support others
- Understanding of the financial challenges of running a small not-for-profit organization.
- Ability to prioritize tasks with little guidance.