

# Accountant / Bookkeeper Job Description

## **Organizational Overview:**

### **General Overview:**

The accountant/ bookkeeper is highly organized individual who manages the accounting tasks for LifeCycles, including all bookkeeping and payroll. The accountant will work closely with the Executive Director 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 27<sup>th</sup> with a cover letter and resume to [maurita@lifecyclesproject.ca](mailto:maurita@lifecyclesproject.ca)

### **Key Responsibilities:**

- All accounting and bookkeeping functions, including familiarity and experience with Sage 50 Accounting software or equivalent
- Create and reconcile all filings/payments as required by CRA.
- Create and reconcile all additional mandated external reports.
- Create and reconcile monthly bank statements to accounting records
- Create and prepare accurate Annual Financial Statements.
- All payroll functions including managing staff timesheets.
- With Executive Director support the creation of the annual organizational budget
- Prepare, and present quarterly budget reports as needed
- Track invoices to accounts, paying bills and invoices
- Manage petty cash
- Maintain file system for all accounting documents
- Be available to staff /board to help problem solve and coach through financial issues
- Working with Executive director, Board and Program Managers to ensure that reporting is up to date and accurate.

### **Key Qualifications:**

- In depth understanding of the financial challenges of running a small not-for-profit organization.

- Experience and ability to design efficient accounting systems to match non-profits needs.
- University degree or Accounting Diploma with minimum 1 year full cycle accounting experience
- Fluency with Sage Accounting System
- 2 or more years experience working in non-profit sector
- Highly efficient
- Excellent attention to detail
- Ability to train and support others
- Ability to prioritize tasks with little guidance and time required