

Bookkeeper

POSTED BY

LifeCycles Project Society

Anticipated Start Date: August 6

Hours per week: up to 10

Wage: \$30.00/hr

ABOUT

LifeCycles is a charitable society working to cultivate community health by connecting people with the food they eat and the land it comes from. We support the region in growing, accessing and eating local food in ways that foster biodiversity and enhance our urban environment. We run 6 projects on unceded Coast Salish Territories*, specifically of the Lekwungen and W_SÁNEC peoples, with some work also taking place in territories of the T'Sou-ke people – learn more about our work at lifecyclesproject.ca

We are seeking an organized and efficient bookkeeper to manage our books and financial accounts. This staff position works closely with LifeCycles Executive Director to ensure all financial records and accounts are kept up-to-date. A small amount of organizational administrative tasks are also asked of this role.

KEY ATTRIBUTES

- Efficient, organized – you have good systems to keep your workflow clean
- Understanding of societies and charities – experience with non-profit finances and reporting is an asset
- Proficiency with SAGE accounting software
- Good communicator – able to communicate clearly and compassionately with diverse staff while holding firm to bookkeeping policies

KEY RESPONSIBILITIES

- Create and reconcile all filings/payments as required by CRA
- Create and reconcile all additional mandated external reports, including:
 - Annual WCB report and payment
- Manage all accounting records in Sage accounting software
- Create and reconcile monthly bank statements to accounting records

- Support the preparation of accurate Quarterly Reports to Director, Board and Staff detailing budgeted vs actuals with relevant comments and explanations of significant variances
- Support accountant in performing annual Review Engagement
- Create ad hoc reports of actual program revenues and expenses, as requested by Staff or Board
- Tracking and supporting follow up on all overdue invoices
- 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
- Manage accounting@ email account
- Liaise with LifeCycles Management Team to ensure office is organized and well stocked with necessary supplies

TO APPLY, please submit a resume and cover letter **by July 21** to:
Matthew Kemshaw at diggers@lifecyclesproject.ca

LifeCycles is an equal opportunity employer. LifeCycles celebrates diversity and actively seeks to understand and deconstruct hidden biases that unfairly privilege individuals and groups in the workplace and society. Applicants who would like to be considered for affirmative action are asked to mention this in their cover letter.

We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified. No phone calls please.