



Part-time Bookkeeper

The Airdrie Food Bank is building a stronger community in which Neighbours help Neighbours to alleviate hunger in our community. We achieve this by collecting and distributing food to those in need and educating the community on hunger related issues. We are proud to offer a variety of programs and services for members of the communities that we serve.

The Position

The Airdrie Food Bank has an immediate opening for a well-organized, part-time Bookkeeper to provide QuickBooks bookkeeping services. Reporting to the Executive Director, the Bookkeeper is responsible for overseeing the general ledger, the bank accounts, accounts payable and receivable, tax remittances, processing donations, processing payroll, and conducting other tasks related to bookkeeping. The successful candidate possesses excellent data entry and record keeping skills, with a demonstrated ability to produce clear financial reports. The Bookkeeper will be required to improve and implement new accounting controls and procedures.

Essential Functions

GENERAL LEDGER

- Maintain the trial balance
- Enter detailed journal entries into the accounting system
- Reconcile accounts on a monthly basis
- Record month end accrual entries
- Complete month end process in a timely manner
- Complete monthly reconciliation reports to budget

CASH

- Prepare bank deposits
- Reconcile bank statements
- Reconcile petty cash

DONATIONS

- Enter donation receipts into the system
- Reconcile donations by category or grouping
- Communicate all donations to Executive Director

ACCOUNTS PAYABLE

- Enter invoices
- Ensure proper audit trail and supporting documentation

- Monitor and process all employee expenses
- Create cheques for Executive Director to approve and sign
- Remit any government remittances: GST; DAS
- Ensure all other liabilities are recorded in a timely and accurate manner

PAYROLL

- Work with third party payroll provider to ensure accurate and timely processing of payroll
- Reconcile payroll amounts to general ledger and report any discrepancies to the Executive Director
- Ensure benefits are accurate and reconciled to the General Ledger

CAPITAL ASSETS

- Maintain a capital asset listing

REPORTING

- Prepare monthly and quarterly financial reports as directed by the Executive Director
- Work closely with the Executive Director and auditor during the audit process

ADMINISTRATION

- Other tasks as assigned by Executive Director
- Provide support to other administrative staff

Qualifications

- Post-secondary training in accounting
- Strong knowledge of QuickBooks or other equivalent accounting software
- Knowledge of generally accepted accounting principles, including accrual accounting
- Demonstrated experience working in a confidential capacity
- Excellent interpersonal communication skills
- Detail oriented with strong organizational and analytical skills
- Must be a self-starter
- Demonstrated ability to create a system of controls
- Proficiency with Microsoft Office suite including, but not limited to, Excel and Word
- Not-For-Profit experience is an asset

Working Conditions

The incumbent will work up to a maximum of 8 hours per week. Hours of work will vary depending upon the time of the year.

Compensation

Compensation will be commensurate with experience.

How to Apply

Interested applicants please send your resume and cover letter to Lori McRitchie jobs@airdriefoodbank.com, quoting the position you are applying for.

Posting closes July 17th, 2017 at noon.