

Bookkeeper

Effective: 30 October 2018

Revised:

SUMMARY

- Under the direction of the Finance Manager performs daily bookkeeping duties, processes accounts receivable and payable, and follows good accounting routines to maintain accurate and ordered records of the society's financial interactions;
- Follows ICCS financial policies and standard accounting practices to code, record, post, and process daily, monthly, and annual transactions and transactions associated with special events and fundraising;
- Processes payroll when needed;
- Performs a variety of duties to assist the Finance Manager with audits and reporting;
- Assists the Resource Development Coordinator with accurate management of funding and donor data;
- Assists with fundraising campaigns and other events, especially in the handling and securing of cash.

QUALIFICATIONS

Education

1. Grade 12;
2. Post-secondary courses of up to two (2) years in areas such as bookkeeping, payroll, or office procedures. A candidate without courses in bookkeeping but who possess significant related experience or transferable skills will be considered;
3. Two (2) or more years recent related experience.

Skills and Knowledge

BOOKKEEPING SKILLS

1. Strong organizational skills;
2. Able to perform bookkeeping tasks with patience and attention to detail;
3. Able to ask for direction and permission;
4. Able to exercise judgment, sensitivity, and confidentiality;
5. Able to perform routine office and bookkeeping duties including work with documents, spreadsheets, databases, the internet, and email.
6. Able to learn new skills related to bookkeeping including changes in technology and practice.

MATH

1. Possesses adequate mathematical acumen to perform all necessary bookkeeping calculations;

DATA

1. Able to understand basic data collection techniques and methods, as well as the elements of data bases;
2. Experience working with program and donor data;

INTERPERSONAL

1. Able to interact with employees, volunteers, donors and the public with tact, diplomacy, charm, and warmth;
2. Able to demonstrate professionalism, confidentiality, authenticity, and manners.

COMMUNICATION SKILLS

1. Communicates well verbally and in writing and masters the required technology and applications;
2. Demonstrates acumen in the correct use of English, including spelling, grammar and punctuation;

KNOWLEDGE

1. A good working knowledge of common bookkeeping practices and standards;
2. Possesses basic knowledge about poverty, homelessness, and the non-profit sector.

REQUIREMENTS

1. Required to work directly with the Finance Manager, Operations Manager, and Resource Development Coordinator;
2. Required to follow the ICCS Donor Stewardship Underlying Principles and honour the ICCS Donor Bill of Rights;
3. Required to follow society policies, code of ethics, and guidelines;
4. Required to have a class 5 drivers licence, a dependable vehicle, and to submit kilometrage reports for trips taken in the fulfilment of daily duties;
5. Understands the philosophy of ICCS and adhere to and reflect the Society's values and code of ethics;
6. Required to become a member of BCGEU (union).

DUTIES

BOOKKEEPING ROUTINES

1. Code source documents such as invoices and receipts to the appropriate accounts;
2. Maintain and update general ledger accounts by performing duties such as recording and posting transactions in journals to the general ledger for accounts payable, accounts receivable and payroll;
3. Follows up to resolve errors and discrepancies in accordance with established procedures;

FINANCIAL EXECUTION

1. Perform duties associated with the role of financial execution;
 - a. There are several fiscal "roles" at ICCS including custody, authorization, execution, and monitoring. A person in the role of execution prepares financial documents for viewing and action by individuals in other roles;
 - b. In general, the actions that are executed by the bookkeeper have been authorized by the Board through the annual budget, by the Executive Director, or by delegation from the Executive Director to the Finance Manager;
 - c. The role of financial execution carries with it the expectation that documents presented for viewing have been carefully created to be accurate, complete, and in accordance with standard accounting practices;
2. Duties of Financial Execution:
 - a. Prepares cheques for signature by an authorized cheque signer;
 - b. Process Payroll as directed;

- c. Maintain bank account records; reconcile bank accounts;
- d. Pay approved invoices;
- e. Prepare and issue invoices and follows up on late accounts in accordance with established procedures;
- f. Prepares various accounting summaries and reports;
- g. Assists the Finance Manager in the preparation for audit and the production of financial statements, budgets and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.

ASSISTING EMPLOYEES

4. Submit forms to health and welfare benefit carriers to arrange for, change and terminate coverage for employees;
5. Assist employees in submitting claim forms;
6. Maintain records of benefit enrolment;
7. Responds to inquiries and requests regarding payroll, benefits and other bookkeeping duties;
8. Performs other related duties as required.

EVENTS

1. Assists the Finance Manager and Resource Development Coordinator with the review, creation, and execution of good financial controls on all events, including control of cash and other donations and payments;
2. Participates with major event teams in the oversight of financial practices at the event and before and afterwards;
3. Assists where needed in fundraising events, especially in the collection and handling of monies;
4. Assists in the collection, correction, and maintenance of accurate data related to events, especially the data association with payments, donations, sponsorships, and gifts in kind.

DONOR AND CONSTITUENT DATA

1. Assists the Resource Development Coordinator to enter and correct data in Donor Perfect or other applications;
2. Creates spread sheets, and other tools to track and maintain data not adequately managed by other applications.

REPORTING AND DOCUMENTATION

1. Compiles, maintains and produces statistics and reports of such records as seniority lists, vacation entitlement, and sick leave and overtime banks;
2. Generates reports as required;
3. Run reports from Donor Perfect or similar databases to assist with donor prospect research.

ADDITIONAL DUTIES

1. Trains volunteers and employees for duties related to financial tasks, especially those associated with events;
2. Other duties as assigned by the Finance Manager and the Executive Director.