



JOB DESCRIPTION

Title:	OAS Bookkeeper
Term:	Part-time Contract (15-21 Hours/Week)
Reports to:	Executive Director
Direct Reports:	N/A
Current Version:	July 2019

JOB SUMMARY

The OAS Bookkeeper reports directly to the Executive Director and will also work closely with and take direction from the OAS Treasurer. The Bookkeeper will be responsible for managing day-to-day accounting and financial tasks including accounts payable and receivable along with all payroll and bank account management and reconciliation tasks. The position requires previous experience as a Bookkeeper and use of Sage 50 Pro Accounting or related accounting software. Confidentiality, excellent organizational skills and accuracy are critical qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

1. PRIMARY DUTIES AND RESPONSIBILITIES

- Record day to day financial transactions and complete the posting process.
- Process cheques
- Process bi-weekly payroll for all staff
- Process accounts receivable and payable
- Match purchase orders with invoices
- Pay vendor invoices and track bank account balances
- Reconcile sales taxes, payroll taxes and bank accounts at the end of each month
- Balance and maintain accurate ledgers
- Coordinate bank deposits and report financial results on a regular basis to management
- Monitor office expenses and tally and enter cash receipts
- Work with Treasurer or accountant when necessary.
- Provide data and assist in monthly financial statements, including cash flow, profit and loss statements and balance sheets
- Prepare necessary CRA reporting, tax returns, operating and business taxes etc.
- Perform other duties as assigned by the Executive Director or Treasurer.

2. KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent written and oral communication skills
- Proven time management and analytical skills, able to multi-task, set priorities and meet deadlines
- Excellent knowledge of general accounting practices and accounting software
- Strong organizational, critical thinking and decision-making skills
- Ability to work independently with minimum supervision and within established deadlines with attention to detail and accuracy
- Ability to contribute to a team environment.



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3. QUALIFICATIONS AND EXPERIENCE

- Post-secondary education or diploma in accounting or business administration or a strong combination of relevant training and experience
- Minimum of two years bookkeeping experience, preferably within a business-services environment
- Attention to detail and accuracy of work
- Experience with accounting software, ideally Sage
- Demonstrated experience in and commitment to customer service
- Experience with computer software and data collection
- Current, clean Police Information Check in accordance with OAS Policy.