



Position: Bookkeeper

Location: Remote within Canada

Employment Status: Temporary part-time contract (*with possibility of yearly renewal*)

Closing date: October 27th at 1:00PM EST

Summary:

The Bookkeeper is expected to work closely with the Board of Directors and will be responsible for recording and maintaining the organization's financial transactions. The Bookkeeper will report directly to the Treasurer.

General Duties & Responsibilities:

- Prepare accurate monthly, quarterly, and annual financial statements for board presentations
- Process accounts payable (A/P), billing and accounts receivable (A/R), post journal entries, reconcile accounts
- Keep financial records and establish, maintain and balance various accounts
- Prepare adjusting journal entries
- Liaise with external accountants as needed
- Provide assistance and respond to queries from management
- Process GST/HST returns
- Complete monthly bank reconciliations
- Oversee payroll on a semi-monthly basis
- Perform other responsibilities and duties as assigned

Professional Qualifications:

- All candidates are expected to have a post-secondary degree/diploma from a recognized institution in a relevant discipline with a minimum of one year Canadian bookkeeping experience as well as demonstrate a familiarity with the intersections of Black community engagement and media arts from an anti-oppression lens. Other qualifications include:
- A working knowledge of Quickbooks, Google Suite and Microsoft Excel
- Experience working with a non-profit or registered charity
- Strong interpersonal skills for developing and maintaining effective working relationships both internally and externally
- Excellent and responsive problem-solving and conflict resolution skills,
- Experience working closely and/or reporting to the board of directors
- Excellent verbal and written communication skills,

Black, Indigenous and People of Colour are strongly encouraged to apply.

Apply by submitting your resume and one-page cover letter in a single PDF to info@blmsudbury.ca with relevant subject line. We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.