

Bookkeeper Job Description

Background:

The Southern Alberta Pioneers and Descendants (SAPD) is a not for profit organization whose mission is to collect, preserve and publish the history of the pioneers of Southern Alberta.

Purpose and summary:

The Bookkeeper is responsible for the preparation and maintenance of financial records and reports for SAPD. He/She provide financial support to the Treasurer through bookkeeping, banking and reporting services. Under the direction of the Treasurer, the Bookkeeper maintains all necessary and appropriate records, files and processes to ensure the smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

Duties and Responsibilities:

- Prepare General ledger and supporting accounts within Simply Accounting electronic accounting system
- Prepare accounts payable files and process cheques for signing and distribution
- Record all revenues including rentals, membership fees, donations, grants, casinos and social functions.
- Reconcile all accounts and prepare financial statements, including balance sheet, revenue, expenditure and performance to the budget, variance and cash flow.
- Maintain financial records and filing.

Banking;

- Monitor Cash and cash management.

Reporting:

- Prepare monthly Financial Statements, GST Returns, year end reports and audit documentation

General:

- Other related duties that may be required from time to time to manage the financial affairs of SAPD.

Knowledge, Skills and Abilities:

- Strong computer skills, including Simply Accounting
- Complete and expert understanding of all accounting principles and standards for not for profit organizations in Alberta.

Qualifications:

- Administration and certification in bookkeeping, financial management or equivalent experience.
- Previous experience with a not for profit organization in Canada an asset.

Conditions of Employment:

This is a part time position of 5-7 hours per week and incumbent will work partially in the SAPD administration office, remainder of time from their office or home office.

Send Resume to:

Kerri Fipke, President

Southern Alberta Pioneer's and their Descendants.

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