Job Description
Bookkeeper

Division: Central Administration	Reports to: Operations Manager
Job Tile: Bookkeeper	Effective Date: March 1st 2013

Core Values Statement

Elmwood Community Resource Centre provides resources and leadership so the people of Elmwood can work together in building a stronger and safer community, making it a more desirable place to live, work and raise a family. We will accomplish this by; developing programs to meet the changing needs of the people in the community and connecting people, ideas and resources.

Job Summary

The Bookkeeper keeps records of all financial transactions for programs within the ECRC. The Bookkeeper verifies, allocates, and posts details of business transactions, working closely with the Operations Manager and Board Treasurer to ensure transparency.

Duties and responsibilities

- Manage banking (deposits, statements etc.). Prepare Cheque Requisitions (coding for account & class). Issue cheques (Get signatures, mail out). Process and reconcile Petty Cash requests daily.
- Work with the Operations Manager to maintain files (Electronic & Paper).
- Reconcile and balance accounts for A/R & A/P in Quickbooks.
- Manage payroll with Ceridian, including employee set up, status changes, benefits calculations, terminations, stat calculations, time sheet review, bi-weekly mileage claims. Maintain Direct Deposit and Personal Tax Information for each employee.
- Participate in community events and staff meetings.

Qualifications

- Bookkeeping/Accounting Degree from a recognized institution or three years of non-profit related work experience.
- Keen desire to work in a value-based non-profit environment.
- Strong written and verbal communication skills and time management skills.
- Must have a vehicle and be able to go to the bank on demand.
- Knowledge of QuickBooks and Ceridian will be considered an asset.
- Must provide a criminal records check and must be bondable

Working conditions

The bookkeeper will be based out of 200 Levis St. Bank trips will be required occasionally. This is a part-time (20 hrs per week) position. Salary and benefits to be negotiated based on qualifications and experience.

Approved by:	*Human Resources Committee*
Date approved:	*Feb 28th, 2013*