



HUMANE SOCIETY OF KAWARTHA LAKES

JOB DESCRIPTION

- TITLE:** Bookkeeper
- SUPERVISION:** Reports to Executive Director (ED)
- OBJECTIVE:** To maintain the organization's day-to-day financial operations, including preparing for the annual external audit and Annual Meeting.
- RESPONSIBILITIES:**
- Accounts Receivable:**
- Complete bi-weekly bank deposit process for ED
 - Gather all cheques or cash in the secure safe until deposit
 - Check online accounts (Canada Helps/Keela/Stripe) for online donations and reconcile, generating receipts (tax receipts and business receipts (non-tax) where appropriate
 - Create deposit slips for different types of accounts
 - Create deposit slip for post-dated cheque file
 - Create deposit slips for counter transactions (debit, credit and cash)
 - Deposit funds into the bank as needed
- Accounts Payable:**
- Use EasyPay to prepare the biweekly payroll and create a direct deposit slip for each staff member
 - Verify all invoices for payment to avoid duplication before submitting them to the ED for authorization
 - Create cheques for bill payments
 - Remit monies owed to CRA on the 15th of the month
- Other Accounting Duties:**
- Ensure petty cash is balanced and replenished as needed
 - Ensure cash boxes are equipped with floats for fundraisers
 - Ensure all credits and debits are posted to QuickBooks accounting software
 - Issue Tax receipts as required
 - Prepare and issue annual T-4 slips within the designated timeframe
 - Ensure that employee Records of Employment are issued within the designated timeframe
 - Calculate and submit WSIB premiums
 - Reconcile Bank Statements Monthly
 - Prepare monthly financial statements for ED
 - Collaborate with accountants and auditors as required
 - Collaborate with the Finance Committee as required
 - Review Accountants Report and make adjusting entries
 - Create a backup of the accounting software for the accountant
 - Ensure accounting software backup is taken offsite regularly

Other Administrative Duties:

- Provide tracking of employee vacation, sick days, anniversary dates and all other pertinent information to ED
- Deliver received mail to appropriate staff
- Pack up all old files for storage
- Ensure appropriate backup of information is completed and stored securely and appropriately off-site
- Maintain electronic financial records and keep them in updated condition
- Provide information as required for budgeting purposes

QUALIFICATIONS:

- Proven bookkeeping experience (minimum of 2 years preferred)
- Solid understanding of basic bookkeeping and accounting principles
- Proven ability to calculate, post, and manage accounting and financial figures and financial records
- Proficiency in using accounting software (i.e. QuickBooks)
- Familiarity with payroll systems and reporting preferred
- Excellent organizational skills and strong attention to detail
- Ability to interpret and effectively communicate financial information to the ED and board members
- Ability to maintain confidentiality of sensitive information
- Possesses a valid driver's license

Note: Must not have any allergies that limit or affect exposure to animals

HOURS OF WORK:

- Contract
- 16 hours per week starting at \$22.00 - \$25.00/hour depending on qualifications and experience