

## **Bookkeeper**

**Full time** (37.5 hours/week)

Reporting to the Executive Director, the Bookkeeper is a key member of the finance team, working with our Controller and Accounts Payable and Payroll Administrator to provide seamless support to the senior management team and program managers. Primary responsibilities include financial management, reporting, accounts receivable and donor database management. Please see <http://www.ircom.ca/about-us/employmentopportunities/> for additional information

### **Qualifications**

- ⊕ Minimum 5 years bookkeeping experience (including accounts payable and accounts receivable), ideally within the Not-for-Profit or Charitable sector
- ⊕ High degree of proficiency in Sage 50 (Simply Accounting), Payworks, and MS Excel
- ⊕ Education in a relevant field such as Business Administration or Bookkeeping
- ⊕ Work experience using GAAP
- ⊕ Maintain a clear Criminal Record and Child Abuse Registry Check

### **Duties and Responsibilities**

#### **Financial Management**

- ⊕ Maintain in-depth relations with and provide assistance to all members of the management team, including design and delivery of budget management training
- ⊕ Monitor policy and procedural compliance by staff with regard to budgeting, coding, financial reporting, and expense eligibility, flagging discrepancies and providing training
- ⊕ Supervise the core administrative and financial tasks performed by the Accounts Payable and Payroll Administrator
- ⊕ Construct and monitor reliable control systems for petty cash, corporate credit cards and all processes within the organizations financial system
- ⊕ Monitor bank account balances, and process inter-company transfers as needed
- ⊕ Reconcile bank accounts and petty cash for IRCOM Inc. and IRCOM House Inc. (Ellen and Isabel)
- ⊕ Ensure IRCOM maintains appropriate insurance coverage, including general liability insurance, management and director's insurance and Worker's Compensation

#### **Accounts Receivable**

- ⊕ Process all accounts receivable and incoming payments in compliance with financial policies and procedures
- ⊕ Perform day to day financial transactions, including verifying, coding, posting and recording accounts receivables' data
- ⊕ Prepare bills, invoices and bank deposits
- ⊕ Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- ⊕ Generate financial statements and reports detailing accounts receivable status
- ⊕ Facilitate payment of invoices due by sending bill reminders and contacting clients

#### **Financial Reporting**

- ⊕ Prepare and analyze monthly program financial reports and meet to review with program managers
- ⊕ Provide regular reports and updates to the Executive Director
- ⊕ Prepare financial records for audits and reviews
- ⊕ Audit bi-weekly timesheets for proper recording of banked, sick, discretionary and vacation time
- ⊕ Oversee annual preparation of T2202's, T4's and T4 Summaries

#### **Funder & Donor Database Management**

- ⊕ Oversee the Funder database and system, maintaining a schedule of all funding applications and reporting due dates and communicating these to the appropriate managers
- ⊕ In collaboration with the Controller, monitor reporting requirements for all approved funding and prepare accompanying financial reports for funders and donors
- ⊕ Issue charitable tax receipts

**Salary:** \$43,008 / year

**Benefits**

- Group Insurance Plan with extended health, dental, life and AD&D insurance
- Professional development opportunities
- Collaborative, family-friendly and supportive working environment

**Application Process**

All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Applicants are requested to indicate in their cover letter or résumé if they are from any of the following groups: women, Indigenous people, visible minorities, persons with a disability, or any other groups that are typically under-represented in the workplace.

Your cover letter and résumé must clearly indicate how you meet the qualifications.

To apply for this position, send your résumé and cover letter by **Wednesday, June 13, 2018 at 12 pm** to:

HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [admin@ircom.ca](mailto:admin@ircom.ca)  
Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted.