

# **Bookkeeper**

## **Job Description**

The Guysborough County Adult Learning Association is looking for an experienced Bookkeeper to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. This position is part-time.

## **Duties**

- Balance and maintain accurate ledgers, using Sage 50 accounting system.
- Work closely with organization's coordinator to match purchases and invoices with project funding.
- Coordinate bank deposits and report financial results on a regular basis to a volunteer board of directors.
- Monitor project expenses and prepare reports that align with project reporting requirements.
- Pay vendor invoices and track bank account balances.
- Develop monthly financial statements, including cash flow, profit and loss statements and balance sheets.
- Administer payroll, CCRA remittances, ROEs, T4s and all other payroll related duties.

## **Qualifications**

- Post- secondary training in Accounting or related field.
- Five years' experience working in accounts payable and receivable, general ledger, payroll and payroll reports.
- Strong knowledge of generally accepted accounting principles.
- Extensive experience with data entry, record keeping and computer operation.
- Proficiency in Sage 50 Accounting, Microsoft Office, Excel.
- Strong understanding of non-profit and charitable funding requirements.

Email resume and cover letter to [barry@guysboroughlearning.ca](mailto:barry@guysboroughlearning.ca)