



CANADIAN
UNITARIAN
COUNCIL

CONSEIL
UNITARIEN
DU CANADA

POSITION DESCRIPTION BOOKKEEPER

The Bookkeeper is responsible for the CUC's financial processes and will work with the Administrative Coordinator to fulfill these duties. This is a part-time or contract position of up to 40 hours/month.

REPORTING: This position reports to the Executive Director.

RESPONSIBILITIES:

Responsible for financial, bookkeeping and audit processes.

Financial and Bookkeeping

- A/P - enter expense claims and invoices, prepare cheques
- A/R - track dues, enter invoices and prepare statements
- Administer payroll
- Administer staff benefits program and insurance coverage with providers
- Oversee bank deposits
- Process credit card payments
- Monthly postings and reconciliations
- Monthly financial reports
- Filing documents as required by Canada Revenue Agency
- Works with Executive Director and Board Treasurer to prepare budgets
- Respond to financial inquiries, compile statistics, prepare government forms, prepare reports, create projections, assist with audit preparation, and such other duties as shall from time to time arise.

PREFERRED SKILLS AND EXPERIENCE

- At least two years' relevant education and bookkeeping e.g. B.Comm.
- A demonstrated commitment to working in the non-profit sector and/or promoting social responsibility
- Excellent communication skills, both written and verbal
- Fluency with computer communications, business applications and internet tools
- Strong organizational and time management skills, detail oriented and works with high degree of accuracy



- Cordial, efficient, flexible and responsive
- High degree of proficient independent work as well as ability to work cooperatively with diverse team
- Ability to multitask, cope competently with changing priorities and compressed timelines
- Ability to problem solve and complete work efficiently with minimum supervision
- Ability to work with different personalities in a productive manner, with a healthy understanding of leadership and authority