

# Job Description – Administrative Bookkeeper

## Title

Administrative Bookkeeper

## Reports To

General Manager

## Summary

The Administrative Bookkeeper for the company's financial plans and policies, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of financial reports including monthly bank reconciliations. This position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls.

## Core Competencies

- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Development and Continual Learning
- Problem Solving
- Accountability and Dependability
- Research and Analysis
- Decision Making and Judgement
- Operating Equipment
- Providing Consultation
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Mediating and Negotiating
- Coaching and Mentoring
- Communication
- Energy and Stress
- Teamwork

## Job Duties

- Oversee the Maintenance of books of account (including but not limited to preparing checks, coding and posting invoices, preparing deposits, journal entries, reconciliations, petty cash).
- Oversee issuing of checks / payment of invoices.
- Oversee accounts receivable.
- Assist the payroll coordinator as necessary to ensure payroll is completed efficiently.
- Oversee internal system of handling funds.
- Maintain year-end working papers and spreadsheets and assist with preparation for any audits or independent reviews with support from the General Managers.
- Complete monthly reconciliation for all accounts (bank and brokerage accounts).

- Exert care and control over assets and records and establish procedures for safeguarding, including security and computer backup (copy virus checked and stored off-site)
- Assist in maintaining policy and procedure documentation for complex financial and accounting issues.
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account.
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities.
- Maintain up-to-date, complete, and systematic filing system to support bookkeeping and financial records.
- Is responsible for tax planning and compliance with Federal, Provincial, and local corporate, payroll, and other applicable taxes.
- Has the final responsibility for providing effective financial controls for the organization.

## Requirements

- CGA designation preferred.
- Experience in accounting an asset.
- Excellent computer skills.
- Excellent communication skills both verbal and written.
- General understanding of computerized accounting systems.
- Excellent working knowledge of MS Word, QuickBooks and MS Excel.
- Accuracy and attention to detail while working under tight deadlines.
- Assertive, comfortable communicating with various types of individuals.
- Good interpersonal and customer service skills.
- Billing experience is an asset.
- Good team player.
- Able to build and maintain lasting relationships with corporate departments and key business partners.
- Ability to follow through and complete overlapping projects.
- Good organizational, time management and prioritizing skills.
- Strong problem identification and problem resolution skills.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Ability to interpret and implement company policies and procedures.
- Good organizational, time management and prioritizing skills.
- Effective communication skills with individuals at all levels of the organization.

## Working Conditions

- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Lifting or moving up to 10lbs may be required.