



## **EMPLOYMENT OPPORTUNITY**

### **Bookkeeper**

Position Title:	<b>Bookkeeper</b>
Program:	Resilience Montreal
Location:	Resilience Montreal
Schedule:	Part-time (20 Hours/week)
Salary:	\$24.00/hour
Start Date:	ASAP
Application:	Please send a cover letter, 2 reference letters and CV ASAP to the attention of: Nakuset nakuset@gmail.com

### **DUTIES AND RESPONSIBILITIES**

- Maintain budget and provide monthly updates on financial standing;
- Accounts payable;
- Accounts receivable;
- Prepare and submit payroll for all staff;
- Manage employee files, timesheets, overtime, vacation, wellness and sick days;
- Manage employee benefits deductions and contributions;
- Deposits;
- Prepare all bank reconciliations;
- Make all entries into simply accounting
- Prepare financial reports for funders;
- Prepare budgets for funding, subsidy and grant applications;
- Assist the auditors during preparation of audits;
- Maintaining the filing system of suppliers;
- Government remittances;
- Maintain petty cash.
- Assist the executive director in all matters relating to finances and government funding;
- Attend staff meetings;



- Attend monthly board meetings;
- Assist in government relations;
- Assist in the preparation of government applications and letters.
- Undertake other related duties as required by the Executive Director.

### **Qualifications/Requirements**

#### **Job Requirements:**

- Must have a college or University diploma in accounting, or its equivalent.
- Must have three (3) years of relevant work experience.
- Experience in planning, organizing, directing and controlling a budget.
- Commitment, flexibility and good problem-solving skills.
- Ability to work well within a team.
- Computer efficient in Simply Accounting Software or QuickBooks.
- Computer efficient in Excel and Microsoft word.
- Bilingualism in French and English
- Knowledge of an Aboriginal language is an asset.
- Excellent written and oral communications skills.
- Preference is given to Aboriginal women.
- Consent to sign a confidentiality form and obtain a criminal record check.