



People for a Healthy Community

PO Box 325, 675 North Road, Gabriola Island, BC. V0R 1X0
T: 250.247.7311 E: info@phcgabriola.org

JOB DESCRIPTION

POSITION: Accountant/Bookkeeper

LOCATION: Gabriola Island, BC

REPORTS TO: Executive Director

TYPE OF POSITION: Part-time

TERMS OF EMPLOYMENT:

- 2-3 days per week, 5 hours a day with additional approved hours as required
- Probationary period of three (3) months

SCOPE OF WORK

The accountant/bookkeeper is responsible for applying generally accepted accounting principles (GAAP) and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures. Ongoing duties include working with the Administrative Assistant to manage accounts payable, accounts receivable, creating monthly financial statements, processing payroll and all monthly reconciliations.

JOB SPECIFIC RESPONSIBILITIES

- Ensure the accuracy of PHC's books and produce financial reports as needed for the Executive Director, Board of Director's Treasurer and appointed Accountant for external review;
- Prepare journal entries for prepaid expenses, deferred revenue and payroll;
- Process and pay all invoices in a timely manner;
- Receive and deposit all organizational revenue;
- Prepare monthly and quarterly financial reports including budget versus actual reports and grant specific financial reports;
- Work closely with Treasurer and Finance Committee to execute month end closing procedures;
- Work closely with Treasurer and external CPA in preparation of year-end audit;
- Support Executive Director in development and analysis of annual organizational budget;
- Manage time tracking process for employees with hours billable to grants using tracking tool and extracting data to make appropriate payroll entries for financial and grant reporting
- Support Executive Director in program areas for developing grant proposal budgets;
- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems;
- Be key interface with banks and responsible for cash management;
- Reconcile MasterCard statements;
- Timely preparations of comparative income statements with budget details;
- Provide calculation source documents for remittances; payroll and GST;
- Produce timely accounting of fundraising activities for the Board

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JOB SPECIFIC RESPONSIBILITIES (cont'd)

- Prepare monthly statements of income and expenses
- Prepare reports and attend monthly financial committee meetings, as required
- Prepare reports for grant evaluations as per terms of contract
- Ensure monthly payroll remittances are paid in a timely manner
- Maintain payroll spreadsheet and personnel information
- Prepare Record Of Employment slips as required
- Prepare and submit T4's
- Issue invoices as required and post payments received
- Enter year ending adjusting entries in accounting program

QUALIFICATIONS

- Associate's Degree in accounting or business administration
- Experienced bookkeeper with knowledge and experience in full cycle accounting
- Experience working in a non-profit multi-fund accounting, including experience tracking and reporting financial data for multiple grant funders;
- Strong proficiency using Quickbooks, including all normal accounting transactions, GL management, budgeting and reporting;
- Excellent MS Office skills including Word and Excel;
- Experience with process of financial audit;
- Ability to work independently and in a team environment;
- Attention to detail with strong interpersonal, communication and problem solving skills are critical for success in this position.

REQUIREMENTS

- Ability to use accounting software acquired by PHC
- Ability to use online access for bank statements if necessary
- Ability to add new accounts and project allocations
- Ability to add new payroll employee files
- Ability to manage multiple tasks and meet deadlines.
- Be a resident of Gabriola Island

SALARY RANGE \$18.00 - \$25.00 per hour, depending on education and experience

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	