

Bookkeeper – Food Bank

St. Paul's on-the-Hill Food Bank is currently looking for a Bookkeeper.

This bookkeeper position creates financial transactions and generates reports from that information. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, gift cards and supplier invoices. The bookkeeper also reconciles accounts to ensure their accuracy.

To excel in the role of the Food Bank Bookkeeper, you must have a good understanding of how to properly manage a company's financials. The job role of a Bookkeeper includes tracking and managing financial data, entering financial transactions into various databases, resolving any accounting errors, and organizing financial reports.

This part-time staff position will be Monday to Friday, 10 to 15 hour per week and additional hours during yearend, audit and budgeting. Days of the week will be negotiated. Training is provided.

Responsibilities:

- Keep Finance and Senior Wardens up to date, informed and provide monthly financial statements.
- Responsible for all aspects of financial reporting, financial data entry and financial administration.
- Record weekly donations and other cash receipts.
- Process payments to vendors and others and maintain vendor files.
- Create yearly tax receipts.
- Prepare payroll as directed and perform federal payroll remittances filling.
- Record and track payables and receivables, ensure all expenses for the building, etc. are paid.
- Prepare financial report, profit and loss statements, with prior year end budget comparisons.
- Reconcile Quickbooks balances with bank statements.
- Enter new budget annually.
- Maintain the chart of accounts.
- Ensure existence of verifiable audit trail for all financial transactions and produce records for annual audit.
- Abide by the Anglican Diocese of Toronto and parish policies including sexual misconduct training and screening policies.
- Assist with thank you letters for financial and food donors.
- Follow accounting policies and procedures.
- Other duties from time to time.

Skills and Qualifications:

- Proficiency in Microsoft Office suite
- Good working knowledge and use of Quickbooks
- Excellent administrative and organization skills
- Excellent attention to detail
- Excellent interpersonal skills that enable clear and effective communication
- The ability to understand the charitable receipting rules and processes



- The ability to work on multiple projects while adhering to tight deadlines
- The ability to communicate financial data to the Wardens or lead of the Food Bank
- Good data entry skills
- Able to handle confidential information with discretion
- A self starter; be able to take initiative
- Work with minimum supervision

Job Knowledge or Work Experience and Education:

- 1 to 2 years of experience in a bookkeeper role.
- Working in a not-for-profit environment is an asset.
- QuickBooks preferred or other accounting software experience.
- Familiarity with the general principles of accounting and financial reporting.

Remuneration will be based on experience \$30.00 - \$35.00 per hour.

If you are interested in applying for this position, please send your resume to:

Sophia Levy-Presner
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