



Part-Time Bookkeeper Job Description

Reports to: Executive Director

Summary: Provides day-to-day accounting functions plus various reports required for non-profit organization.

Key Duties and Responsibilities:

- Accounts payable – preparing cheques for payment
- Accounts receivable
- Recording daily transactions and completing the posting process
- Bi-weekly payroll including payments for source deductions, WorkSafe BC, RRSP and Group Benefits
- Track employee sick days, holidays, and taxable benefits
- Prepare and reconcile ReStore daily sales summary, pay Provincial Sales Tax and report ReStore sales quarterly to Habitat Canada
- Monthly bank reconciliations and prepare bank transfers when needed
- Prepare monthly financial statements
- Maintain record of payments received from partner families and liaise with MCAP regarding mortgage and property tax payments
- Prepare the annual Registered Charity Return and employee T4's
- Assist the auditor in preparing the audited financial statements
- Maintain bookkeeping files
- Maintain accounting software and ensures appropriate file backup
- Complete financial reports required by Habitat Canada

Qualifications:

- Minimum 5 years' experience bookkeeping and payroll administration, preferably with a non-profit organization
- Knowledge of Provincial and Federal financial reporting requirements
- Excellent computer skills including MS Excel and accounting software knowledge

Job Skills and Abilities:

- Demonstrated ability to manage and operate a computerized accounting and payroll system
- Excellent time management skills and the ability to anticipate and manage a changing workflow

- Excellent oral and written communication skills
- Effective problem solver
- Excellent analytical and mathematical skills
- Demonstrated strong interpersonal and organizational skills
- Maintain well-organized filing system

Additional Attributes:

- Ensure that deadlines are met and information is accurate
- Provide service to Habitat homeowners, staff, contractors, volunteers in a respectful, sensitive and helpful manner
- Represents Habitat for Humanity Mid-Vancouver Island in a professional manner
- Understand and respects the need for maintaining confidentiality of all financial information
- Ability to engage in a casual, fun work environment – laughter is recommended

Application Process:

Please submit a resume and cover letter to:

Rob Hallam, Executive Director

Habitat for Humanity Mid-Vancouver Island

#1 – 4128 Mostar Rd.

Nanaimo, BC

V9T 6C9

Email: rhallam@habitatmvi.org

No phone calls please

Note: Only applications selected for an interview will be contacted.