



Job Title: **BOOKKEEPER**

Accountability: Responsible to the Financial Coordinator

Staffing: Purchase of service – average of 12 hours **per month**

Target start date: ASAP

The Sexual Assault Centre (Hamilton and Area) is seeking a bookkeeper.

The bookkeeper is hired as an independent contractor who bills the SACHA at the beginning of each month for the previous month's work.

QUALIFICATION

1. Experience in a not-for-profit organization is required
2. Good written and verbal communication skills
3. Bookkeeping certificate from a reputable institution or a combination of training and experience
4. Experience in using SAGE 50 accounting software

OVERALL RESPONSIBILITIES

Perform bookkeeping duties ensuring accuracy and accountability while adhering to centre vision, mission, policies, program guidelines and its anti-racist, anti-oppressive framework. The bookkeeper is expected to keep all SACHA financial operations confidential.

SPECIFIC RESPONSIBILITIES

Payroll

- Manage and process, in-house, the payroll for all employees in compliance with contracts
- Administer CRA legislated payroll deductions and remittances
- Administer direct deposit of payroll, group RSP deductions and remittances
- Annually complete and deliver T4s

Bookkeeping & Accounting

- Use Sage 50 Accounting software to implement accrual-based accounting in accordance with GAAP
- Perform transactions and ensure accurate bookkeeping records of the following:
 - purchases, payments, accounts payable

- donations, receipt of funds, deposits, accounts receivable
- credit card receipts and payments
- staff and volunteer expenses
- bank and petty cash accounts
- fundraising and event revenues and expenditures
- Reconcile bank accounts monthly
- Ensure appropriate security of information according to legislated privacy policies
- Maintain proficiency in Microsoft Office, Sage 50 Accounting, Internet, and security software, and additional software as required

Reporting & Communication

- Communicate effective procedures to staff necessary to fulfil the bookkeeping and accounting responsibilities
- Provide the Financial Coordinator with all necessary reports and documentation to facilitate the preparation of monthly reports of actual revenues and expenditures, quarterly year-end forecasts, and annual audited financial statements
- Complete the Canada Revenue Agency annual charitable return
- GST/HST rebate calculation
- Liaise with auditor, vendors, donors, and financial service representatives, as needed

Financial Administration

- Ensure up-to-date knowledge of Canada Revenue Agency, Charities Directorate legislation and comply with all requirements
- Ensure compliance with all federal and provincial legislation associated with payroll administration
- Ensure compliance with all privacy legislation
- Ensure file security and maintenance

ON-SITE TIME REQUIREMENTS

- Work can be done remotely but some services may need to be delivered or completed on-site.

Please send a cover letter and resume

Subject line: Bookkeeper

sacha@sacha.ca

We thank all applicants in advance. Only those selected for interviews will be contacted.

As part of SACHA's work against racism and other oppressions, we strive to reflect the diversity of the communities we serve. We want to be transparent about our ongoing internal conversations to address non-binary inclusion at SACHA as we work to make SACHA a safer place for all. Women and non-binary persons, who are Indigenous, immigrant, refugee, lesbian, bi-sexual, 2 Spirit, queer, racialized, with disabilities, and/or who experience any other oppressions are encouraged to apply.