

Prince George & District ELIZABETH FRY SOCIETY
Finance Program
Bookkeeper
Job Description

Job Title: Bookkeeper

Job Summary: The Finance Program Bookkeeper is responsible to assist with the day to day accounting functions of the organization including payroll and benefit administration, accounts payable, accounts receivable, banking, reports, and audit preparation. Performs bookkeeping duties such as coding, recording, posting and processing day to day transactions. Bookkeeper answers telephone and in person inquiries. Bookkeeper provides word processing and data input/typing support. Bookkeeper must have strong ability to maintain confidentiality and demonstrate a high degree of professionalism.

Grid Level 10

Classification: Bookkeeper

Reports to: Finance and HR Manager

Key Duties and Responsibilities:

1. Codes source documents such as invoices and receipts to appropriate accounts and departments for accounts payable and accounts receivable and inputs data into computerized accounting systems or spreadsheets as directed.
2. Follows up on accounts payable statements and inquiries.
3. Assist with collecting accounts receivable including rents.
4. Prepares cash receipts and provides official receipts for Society Donations.
5. Assist with payroll processing including new employee packages and maintenance of payroll records and reports, benefits administration, and coding timesheets as directed.
6. Ensure proper authorizations and approvals from Program Managers, Executive Director, or Board of Directors for accounts payables and other expenditures are documented prior to processing.
7. Assists with maintenance of PO system.
8. Assist with the coordination of the system for critical incident reports
9. Provide input and recommendations to the Finance Manager regarding procedures, policies, software and spreadsheets, that may be needed to perform the Finance tasks.
10. Responsible for the maintenance of the filing system for accounts payable, payroll and other financial documents
11. Adhere to and uphold the organizations financial policies and procedures.
12. Communicate with stakeholders, staff, and vendors as needed, communicating in a professional manner with a feminist based perspective.
13. Attend finance department and agency-wide meetings
14. Maintain and update forms as needed.
15. Administrative services within the office including Voicemail greetings, postage machine, photocopier/printer, phones, computers, fax.
16. Screen and prioritize incoming correspondence and other materials

17. Maintain a petty cash fund for the office
18. Arrange meetings, schedule appointments as directed
19. Maintain client and program information using spreadsheet and/or database software.
20. Prepares, updates and prints program brochures using a software package.
21. Ensures supplies of up-to-date handouts and resource materials are available.
22. Answers telephone and in-person inquires, routes to appropriate staff members as required. Sorts and distributes incoming mail and processes outgoing mail.
23. Provide word processing, data input and typing support such as correspondence, meeting minutes, forms and client information, thank you letters, and internal memos.
24. Maintain society website.
25. Responds to outside inquiries and services offered by the Society
26. Assists with various reporting requirements and calculations as directed.
27. Other duties as assigned

Qualifications:

Grade 12, plus related post-secondary courses in office and accounting procedures is required.

Training and Experience

- Minimum of two years of recently related experience or equivalent combination of education, training and business experience.