



Bookkeeper Job Description

Title

Bookkeeper

Reports To

Marlon Gomez & Chetwynd Communications Society Board of Directors

Summary

The Chetwynd Communications Society is currently taking applications for the position of Controller/Bookkeeper. This position is available immediately with a salary & benefits depending on experience. Training will be provided, however knowledge of Sage accounting program would be an asset. Please submit your resume to our Station Manager, Marlon Gomez (marlon@peacefm.ca)

The Bookkeeper is responsible for the company's financial plans and policies, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of financial reports including monthly bank reconciliations. This position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls.

Core Competencies

- Problem Solving
- Accountability
- Decision making
- Planning and Organizing
- Negotiation
- Communication
- Teamwork

Job Duties

- Maintain books of account (including but not limited to preparing checks, coding and posting invoices, preparing deposits, journal entries, reconciliations, petty cash)
- Oversee issuing of checks / payment of invoices
- Prepare monthly / quarterly financial statements for staff, Station Manager and Board of Directors
- Liaise with staff and support them in book-keeping needs related to their program areas
- Oversee accounts receivable
- Complete all payroll functions
- Maintain investment schedules, oversee cash flow requirements, and communications with bankers on investments
- Maintain accounts and relations with bankers
- Oversee internal system of handling funds
- Maintain year-end working papers and spreadsheets, and assist with preparation for any audits or independent reviews with support from the Executive Director and treasurer
- Complete monthly reconciliation for all accounts (bank and brokerage accounts)
- Exert care and control over assets and records and establish procedures for safeguarding, including security and computer backup (copy virus checked and stored off-site)
- Assist in maintaining policy and procedure documentation for complex financial and accounting issues
- Provide technical support (including software updates, trouble-shooting and back-ups)
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- Maintain up-to-date, complete and systematic filing system to support book-keeping and financial records
- Provide forensic book-keeping services as necessary
- Development, analysis, and interpretation of statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization
- Establishes major economic objectives and policies for the company and prepares reports that outline the company's financial position in the areas of income, expenses, and earnings based on past, present, and future operations.
- Coordinates and directs the preparation of the budget and financial forecasts, institutes and maintains other planning and control procedures (including the cost accounting system), and analyzes and reports variances.
- Is responsible for tax planning and compliance with Federal, Provincial and local corporate, payroll, and other applicable taxes.
- Determines depreciation rates to apply to capitalized items and advises management on desirable operational adjustments due to tax revisions.
- Evaluates and recommends insurance coverage for protection against property losses and potential liabilities.
- The Bookkeeper has the final responsibility for providing effective financial controls for the organization.

Requirements

- Minimum Bachelor's degree in business, finance or related field required
- CGA designation preferred
- Experience in accounting an asset
- Excellent computer skills
- Excellent communication skills both verbal and written
- General understanding of computerized accounting systems (Experience with Sage would be an asset and willing to learn Aquira.)
- Excellent working knowledge of MS Word, Quick-books and Excel
- Accuracy and attention to detail while working under tight deadlines
- Assertive, comfortable communicating with various types of individuals
- Good interpersonal and customer service skills
- Billing experience is an asset
- Good team player
- Able to build and maintain lasting relationships with staff and key business partners
- Ability to follow through and complete overlapping projects
- Good organizational, time management and prioritizing skills
- Strong problem identification and problem resolution skills
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Ability to interpret and implement company policies and procedures
- Good organizational, time management and prioritizing skills
- Effective communication skills with individuals at all levels of the organization

Working Conditions

- Monday – Friday (9 am – 5 pm)
- Must work from our Chetwynd Office. Remote work-from-home day can be discussed, but employee must be at the station at least 4 days a week
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required