



Job Title: Bookkeeper

This position reports to: the Executive Director

1. Job Overview:

- a) Takes the lead for all accounting needs of the organization.
- b) Prepares and processes payroll.
- c) Training of others in bookkeeping/accounting areas.
- d) Works with auditor.
- e) Prepares/assists with many reports including budgetary, AGM, Statistics Canada, etc.

2. Key Responsibilities:

- a) Manage, balance, and reconcile all accounts
- b) Prepare and process payroll and maintain/update all payroll records
- c) Prepare/generate financial statements and reports and verify source documents (such as invoices, receipts, computer printouts)
- d) Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the Society
- e) Preparing and maintaining employee/contractor payroll files & archiving files for those that have terminated employment
- f) Prepare accounting procedures up to Trial Balance

3. Duties Include (but are not limited to):

- a) Allocate and post financial transaction details to subsidiary books and transfer data to general ledger
- b) Track and maintain inventory records and arrange for year-end physical count of inventory
- c) Deal with all banking, revenue, payment, and G.S.T. related needs of the organization
- d) Coding and processing travel cheque requisitions, credit card charges and petty cash requests
- e) Keeping all information confidential as applicable (e.g. Employment Standards, TTLL policies and procedures)
- f) Provide information to staff members as appropriate (e.g. payroll, LTD benefits, tax status, etc)
- g) Tag and monitor assets
- h) Verify timekeeping records (i.e. timeclock reports vs timesheets) and consult management or employees about any discrepancies
- i) Processing and remitting Pension Plan, Life Insurance/LTD Benefit applications, quarterly Worksafe BC premiums; Keeping Track of Taxable Benefits





4. Duties Include (continued):

- a) Preparing new calendar year staff excel sheets [keeping track of banked OT/sick time/special leave/vacation leave], bring forward balances from previous calendar year and archiving payroll data
- b) budget preparation for approval of management/Board Of Directors
- c) maintain complete filing system to support financial records and comply with relevant reporting requirements

5. Additional Responsibilities:

- a) Training back-up bookkeeper
- b) Issuing charitable receipts for donations made to the Society
- c) Maintaining a list of passwords for access to various websites
- d) Assist in preparing proposals, work plans and regularly scheduled reports (StatsCan, Budget, etc)
- e) Ensuring copies of original signed audit report and AGM report are sent to funders
- f) Calculate variances from the budget and report significant issues to management; analyze and forecast financial requirements for the Society
- g) Uphold integrity and accuracy in electronic and paper filing systems
- h) Maintains financial security by following internal controls and completing data base backups
- i) Prepares special financial reports by collecting, analyzing, and summarizing account information and trends
- j) Arranging for shredding of old records [after seven years]
- k) Provide information to the external auditor/accountant who creates the company's financial statements; assist with audits (semi-annual and annual)
- l) Switching fiscal years and archiving data; Year End Journal Entries and Accruals

6. Minimum Training/Experience Requirements:

- a) bookkeeping certification and knowledge/experience of bookkeeping practices
- b) knowledge of generally accepted accounting principles and procedures
- c) knowledge of relevant legislation and regulatory requirements
- d) working knowledge of relevant computer applications [SAGE 50, Office – Outlook, Excel, Word, PowerPoint, Publisher]
- e) knowledge of data management and financial data analysis

7. Desired Additional Training/Experience Qualifications:

- a) Integrity – professional whose honesty, integrity, confidentiality and high ethical standards contribute to effective leadership and optimal business relationships
- b) Diversity – understand the importance of different backgrounds, perspectives and experiences and is respectful of individual differences
- c) Communication – effectively express ideas and convey information in business writing, conversations and interactions with others
- d) Client Service Excellence – understand the importance of quality client service by being courteous, responding to staff/vendor requests in a timely manner



TSOW-TUN LE LUM SOCIETY

- e) Accountability – take responsibility for one’s own performance; is highly organized and uses personal judgement and decision making; good at time management and able to meet deadlines
- f) Flexibility – effectively manage multiple assignments, adapt to changing priorities and is able to work independently and as part of a team
- g) Education - an associate degree in accounting, finance or business is an advantage
- h) Minimum of 2 years abstinence from alcohol and mind-altering drugs; Role model and maintain an abstinent lifestyle.

Submit Cover Letter and Resume to:
Hiring Committee,
Tsow-Tun Le Lum Society
Email: Vikrant.Panchal@ttlls.org
PO Box 308 Stn Main
2850 Miller Rd,
Duncan, BC V9L 3X5

PLEASE INCLUDE IN YOUR COVER LETTER:

1. The Length of time you’ve been abstinent from alcohol (include social drinking) and drugs, including Marijuana and all Cannabis products.
2. Your **Indigenous ancestry**.

