



BOOKKEEPER POSITION

Accountabilities

Full cycle bookkeeping using QuickBooks and other technology based applications.

Prepare month-end reconciliation reports and financials and others as required.

Preparing books for audits and year-end processing.

Prepare payroll as per CSPD payroll schedule.

Utilizing ADP payroll system.

Validate and ensure accuracy and integrity of payroll data.

Assist in the preparation and payment of government remittances.

Process T4's and ROE's as legislated by Service Canada.

Month end processes, including accruals and bank reconciliations.

Year-end processes.

Reconciling for taxable benefits.

Experience with not for profit organizations.

Pay bills.

Works closely with the Executive.

Deposits.

Process and reconcile company credit card accounts monthly.

Submitting necessary payments and information to Union.

All other duties as necessary.

Requirements and Competencies

A minimum of three years' experience in an accounting role.

Preferred experience working with government funders such as Persons with Developmental Disabilities (PDD).

Experience with payroll systems such as QuickBooks, ADP or equivalent.

Proficiency in Microsoft Office Suite (Outlook, Word, Excel).

Data entry skills, with a high degree of accuracy.

Able to work independently, with minimal supervision.

Versatility, flexibility, and adaptability with changing priorities.

Understanding of supporting an organization that revolves around providing supports to adults with developmental disabilities.

HOURS OF WORK:

Monday to Thursday – 8:00 am – 4:00 pm

RATE OF PAY:

Commensurate with experience.

PERKS:

Benefits after three months.

Free parking.

Fun and supportive team members.

Please email your resume with subject line: Bookkeeper to: cspd@cspd.ca