



EXTERNAL POSTING

Position Title: Bookkeeper
Part-time Contract
Approximately 7 hours per week
Start early May

Action Housing has been providing community services for 30 years. We offer free and confidential help to low-income individuals and families who are homeless, at risk of becoming homeless, or who are experiencing challenges that put their housing at risk. We offer support to those searching for housing on the private market, help with the subsidized housing application process, and assistance with obtaining benefits to prevent housing loss. We negotiate with landlords to resolve conflicts and obtain repairs, and we represent clients at the housing tribunal in order to avoid evictions.

DESCRIPTION OF FUNCTIONS:

- Bookkeeping using Simply Accounting
- Produce monthly financial reports including variances, year-to-date financial reports and cash flow reports
- Produce any other financial reports as required by the Executive Director and stakeholders
- Prepare all books and documents for the annual audit
- Complete all paperwork to maintain the organization's charitable status (T3010)
- Prepare the bi-weekly payroll
- Keep track of and pay out employee vacation, holidays, sick days, etc.
- Pay out employee RRSP contributions at the end of every February
- Prepare all T4s, T4A and summaries
- Prepare all ROEs
- Set up all required paperwork related to human resources
- Prepare cheques to pay all the invoices on a weekly basis
- Prepare and take the deposits to La Caisse Populaire
- Reconcile the petty cash as required
- Prepare the HST rebate request forms every six months and follow up
- Do the monthly bank reconciliations
- Prepare the annual budget
- Report to government ministries as required
- Assist with grant applications
- Assist with fundraising initiatives
- Keep up the filing system related to all financial matters
- Attend the Annual General Meeting



EXPERIENCE AND SKILLS SOUGHT:

- Graduated from a recognized Canadian college or university accounting program
- At least two years of experience working with Simply Accounting
- At least two years of bookkeeping experience working for a charitable organization
- Must have experience doing all the tasks listed above
- Knowledge of social housing reporting requirements an asset.
- Punctuality, effective time and priority management.
- Good organizational skills, and capable of initiative.
- The ability to work as part of a team.
- Excellent ability to communicate in and do all the bookkeeping tasks in French.

COMPENSATION:

In your cover letter, please state your desired hourly rate

SCHEDULE:

To be discussed upon hiring. **Please note that the applicant MUST be available a few hours per week during regular business hours to be able to occasionally contact the bank, vendors and the Executive Director.**

PLACE OF WORK:

261 Montreal Road – Unit 200, Ottawa ON K1L 8C7

Please send your resume by **4:00pm Monday, May 6, 2019.**

By email: emilie@action-logement.ca