

## **Job Description – Financial Administrator / Bookkeeper**

### **Background**

Victoria Women In Need (WIN) is a non-profit organization whose mission is to support women to achieve their goals along their journey between crisis, financial self sufficiency and wellness.

### **Job Purpose and Summary**

The Finance Administrator / Bookkeeper is responsible for the preparation and maintenance of financial records and reports for WIN. S/he provides financial support to the Executive Director through bookkeeping, payroll, banking and reporting services.

Under the direction of the Executive Director, the Finance Administrator / Bookkeeper maintains all necessary and appropriate records, files and processes to ensure the smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

### **Duties and Responsibilities**

#### **Bookkeeping**

- Prepare General Ledger and supporting accounts within Simply Accounting electronic accounting system
- Prepare Accounts Payable files and process cheques for signing and distribution
- Record all revenues including sales reconciliations from the thrift stores, donations, grants and course fees
- Reconcile all accounts and prepare financial statements, including Balance Sheet, Revenue and Expenditure, Performance to Budget / Variance and Cash Flow
- Maintain financial records and filing
- Follow up with WIN's accounts payable invoices as needed

#### **Payroll**

- Administer group benefits and prepare bi-weekly payroll files as needed for approval by the Executive Director
- Maintain records for taxable benefits
- Monitor remittances to Receiver-General for source deductions
- Prepare WorkSafe BC reports and remittances

#### **Banking**

- Reconcile bank accounts monthly
- Monitor cash flow and cash management

#### **Reporting**

- Prepare monthly Financial Statements as required by Executive Director
- Prepare WorkSafe BC reports
- Prepare HST/GST and PST returns
- Prepare Grant Reporting reports
- Prepare grant confirmations and monitor reporting requirements
- Prepare year end information for the accountant
- Prepare T4A submissions, monitor T4 preparation and distribution
- Prepare audit documentation if and when required

#### **General**

**Knowledge, Skills and Abilities**

- Strong computer skills, including Simply Accounting, Excel and ideally Ceridian payroll
- Complete and expert understanding of all accounting principles and standards for not for profit organizations in Canada.
- Understanding of provincial and federal reporting standards for not-for-profit organizations in British Columbia

**Qualifications**

- Degree or diploma in business or administration and certification in bookkeeping or financial management
- Minimum 5 years recent related experience, ideally with a not-for-profit organization in Canada

**Conditions of Employment**

This is a part time position of 10 hours per week and incumbent will work partially in the WIN Administration office and the rest of the time from their home office.