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
• Provide advice and recommendations on financial procedures and practice as required
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.