



Rural Frontenac Community Services

Rural Frontenac Community Services has an opportunity for a highly motivated part-time bookkeeper to join our team.

Position: Part-time up to 20 hours per week
Hours: Flexible three days of the week
Location: Sharbot Lake
Wage: Starting at \$20 an hour, negotiable based on experience
Supervisor: Executive Director

Major Responsibilities:

- 1. Manage payables and receivables**
 - a) Manage invoicing, receipts and payments into appropriate accounting software.
 - b) Oversee monthly rental income and deposits
 - c) Process bank deposits for programs, fundraising, and donations as required.
- 2. Payroll**
 - a) Process payroll through ADP
 - b) Maintain payroll related employee files
- 3. Reporting**
 - a) Perform bank reconciliations as directed and manage all banking duties
 - b) Produce balance sheet and financial statements monthly
 - c) Prepare quarterly reports for funders as required
 - d) Assist auditor with the audit and Charity return
- 4. Administration**
 - a) Assist with office projects from time to time
 - b) Comply with general office policies, procedures and all legal requirements.

Qualifications and Experience:

- a) Approximately 3-5 years and bookkeeping experience with a not-for-profit organization.
- b) Accounting diploma/degree or bookkeeping certificate would be an asset
- c) Experience with GP accounting software and Microsoft Office

Core competencies

- a) Understanding of Generally Accepted Accounting Principles.
- b) Attention to detail and a high degree of accuracy
- c) Communicate effectively and able to interact with all levels of staff in administrative matters

*** A full job description with further details are available upon request, please call 613-279-3151, ext 103.**

Please submit a cover letter, expressing interest in the position and referencing your experience / education related to the responsibilities and requirements in the posting to louisem@rfcs.ca or drop off to 1020 Elizabeth St. Sharbot Lake.

By: March 4 , 2019 by noon