



Job Posting: Skeena Diversity Society

BOOKKEEPER

Part-time position, 10-15 hrs/month

Join the creative team of Skeena Diversity Society that strives to make Terrace a more welcoming and inclusive community. We are seeking a bookkeeper preferably with Quickbooks experience, good knowledge of regulations and good communication skills.

Please submit your resume with cover letter and references

Email: coordinator@skeenadiversity.com, in person or by mail PO Box 665, Terrace, BC V8G 4B8.

TASKS:

Full cycle accounting for a growing not-for-profit organization:

- Record all financial transactions in Quickbooks
- Accounts payables, accounts receivables, payroll including preparation of all payroll related remittances, T4 preparation
- Issuing and administrating charitable taxation receipts
- Preparing cash deposits
- Bank reconciliations
- Regular reconciliation of balance sheet accounts
- Month-end accruals
- Monthly internal financial reporting
- GST reporting
- Assist with annual financial reporting to government and funders / liaison to the external accountant
- Being on top of the relevant regulations for the organization

Skeena Diversity will provide training on specific tasks for the organization.