

JOB POSTING

Job Title: Senior Bookkeeper (Supervisory)

Position Type: Permanent, Full Time

Bargaining Unit: Non-Unionized

Posting Date: July 11, 2022

Department: Administrative

Number of Positions: 1

Salary: Range of \$60,000-\$64,000

Commensurate with Qualifications and Experience

Posting Close: July 22, 2022

East York/East Toronto Family Resources (EYET) is a non-profit multi-service agency providing a range of services, resources and supports to individuals, families and the community in key areas: early learning and child care, housing, outreach and community services within a community development and capacity building framework. EYET is committed to accountability, responsiveness, inclusion, innovation and collaboration.

EYET is currently accepting applications for the position of **Senior Bookkeeper** from qualified and motivated candidates.

Position Summary:

The Senior Bookkeeper is a member of the EYET administrative team and reports to an Administrative Manager. The Senior Bookkeeper will maintain confidentiality and work in a discrete manner, prioritizing, leading and assisting in multiple financial and related administrative processes. They will follow through in a timely manner and effectively communicate with individuals at all levels of the organization, working within the context of EYET's Mission, Values and Strategic Plan.

Key Responsibilities:

- Maintain records of financial transactions by establishing accounts; posting transactions; and ensuring legal requirements compliance using corporately approved financial accounting systems, software and/or platforms
- Develop and maintain a system to account for financial transactions by establishing and/or maintaining a chart of accounts that align with EYET bookkeeping policies and procedures.
- Maintain accounts by verifying, allocating, and posting transactions.
- Oversee accounts, petty cash, bank statements, credit card and accounts receivable tracking of childcare income tax receipts.
- Conduct accuracy checks as part of payroll administration, as delegated by the Manager
- Balance accounts by reconciling entries.
- Maintain and balance a general ledger, preparing a trial balance; reconciling entries.
- Maintain historical records by filing documents and keeping the filing system current.
- Prepare preliminary financial reports for senior financial managers and/or accountants by collecting, analyzing, and summarizing account information and trends and advising management on needed actions.
- From time to time, provide supervisory oversight of finance team staff, as delegated by the Manager.
- Contribute to a team effort by accomplishing related results as needed.
- Assume other tasks as may be delegated by the Finance Manager and which emerge from evolving Finance systems requirements

Minimum Qualifications:

- Minimum 2-year diploma (Bachelor's degree preferred) in accounting, finance, or related field of study
- Current and valid Certified Professional Bookkeeper (CPB) designation preferred
- Minimum 2 years previous bookkeeping experience
- Experience in the non-profit or broader public sector is an asset
- Minimum 2 years' experience in the use of relevant computerized and cloud-based financial accounting systems
- Demonstrated proficiency in QuickBooks and Excel
- Demonstrated ability to maintain high level of confidentiality
- Working knowledge and understanding of payroll and benefits administration
- Demonstrate a high degree of accuracy and attention to detail
- Proven ability to multi-task
- Proficiency in the primary service language of EYET (English), including verbal and written communication skills
- Demonstrated experience coordinating multiple systems and financial business processes
- Strong organizational and time management skills
- Ability to work according to protocols
- Must be able to work occasional evenings and weekends

Please send your resume and cover letter as a single document in either MS Word or PDF formats using your last name and first initial in order to create the filenames to "Senior Bookkeeper Committee" at jobs@eyetfrp.ca no later than 4:00 p.m., July 22, 2022

Only emailed applications will be accepted. No telephone enquiries, please. ***Individuals from equity-seeking groups are encouraged to apply.*** Only candidates selected for interview will be contacted.

Qualified candidates may be invited to interview before the close date of this posting.