

## **Bookkeeping Clerk**

### Job Summary:

This role will assist in the full accounting cycle. Record invoices and prepare payments. Process donations received. Reconcile visa and bank statements. Prepare month-end journal entries for liability accruals, prepaid expenses, and depreciation expense. Assist in documenting Finance's policy's and procedures. Required to be proficient in Microsoft Office products, primarily in excel. Familiarity with accounting software such as Sage50 is an asset.

- **Financial Responsibilities**

- o Manages Sage 50 procedures and reporting.
- o Posts transactions, reconciles and balances all accounts.
- o Processes payments for approved payables and completes cheque runs in accordance with policies
- o Records, allocates and completes online bank transfers and bill payments in accordance with policies
- o Confirms employee hours and uploads payroll information biweekly to Payworks and disburses pay statements
- o Provides fundraising event reports in a timely manner