



## Job Position: Bookkeeper

**Terms:** Contract position, 16 hours per week; one day needs to be Monday, flexibility with the other days.

Position to start: Immediately

Salary: \$16.00 per hour

Languages: English

### Responsibilities:

- Weekly thrift store deposits
- Month end reconciliation
- Accounts Receivables
- Accounts Payable
- Bi weekly payroll of 20 employees
- Respond to administrative queries
- Manage petty cash
- Prepare government returns
- Prepare financial reports as needed
- Issue tax receipts
- Operate cash and complete daily balance reports accurately
- Other tasks as required by supervisor

### Requirements:

- Ability to work with minimal supervision and take initiative.
- Attention to detail is a must.
- Trustworthy, organized and have a positive attitude.
- Knowledge of Sage 50 (Simply Accounting) and project based accounting would be a definite asset.
- Facility with technology and social media would be an asset.
- Ability to multi task and work in a fast paced environment.
- Have diplomacy and tact, and be firm (when necessary), discreet and polite.
- Must be willing to follow policies and procedures.

Please forward your resume and cover letter to Johanne Gauthier, Operations Manager at the Agapè Centre by bringing it to reception.

**DEADLINE for applications: October 3rd, 2014 at 4:00 PM**