

**Pinecrest-Queensway Community Health Centre
Centre de santé communautaire Pinecrest-Queensway**

JOB DESCRIPTION

POSITION TITLE: BOOKKEEPER II

PROGRAM: Corporate

REPORTS TO: Finance and Property Manager

Job Summary

The Bookkeeper provides bookkeeping functions, assisting in maintenance of the Centre's financial management systems.

Job Specific Responsibilities

- Assists with general accounting operations.
- Provides support to fundraising including preparation of charitable and other tax receipts.
- Assists in the preparation for audits including the annual audit.
- Provide data entry related to payroll functions.
- Prepares banking deposits and assists in the reconciliation.
- Maintains tracking systems to ensure that the Centre tracks information related to funders, payment schedules, receipt of cheques.
- Maintains records related to funder requirements including requirements related to statement submissions, budget submissions and other related contract requirements.
- Maintains, updates and distributes the financial coding system
- Prepares accounts payable/accounts receivable/invoices and performs reconciliation of payments when received.
- Assists in gathering information needed for consolidation of external reports.
- Maintains and updates the records of the organization's capital assets
- Maintains and updates all accounts payable/accounts receivable and payroll files.
- Maintains and updates files of equipment, leases and service contracts.
- Assists in financial/administrative work required for one-time projects as required.
- Performs other related duties as assigned.

Common Responsibilities

- Working in a manner that preserves confidentiality and seeks to minimize risk in keeping with Privacy and Confidentiality Policies and Procedures.
- Working in a manner that incorporates health promotion and recognizes the determinants of health.
- Incorporating and strengthening collaborative and interdisciplinary teamwork.
- Respecting and valuing the diversity of communities and individuals.
- Contributing to the Centre's activities to collect, analyse and report on data and relevant information, and participate in research.
- Maintaining competence, and where applicable, a professional licence to practice.
- Supporting the Centre's student and volunteer placement programs.
- Promoting awareness of and participation in Centre activities.
- Contributing to the Centre's work by participating in meetings and committees.
- Working during both regular and extended hours of operation in locations identified by the Centre.
- Contributing to the Centre's practices of hiring, orienting and training of staff.

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- Contributing to the Centre's efforts to secure and maximize resources for current and new programs, services and activities.
 - Participating in the Centre's efforts to enhance its capacity through staff development.
 - Supporting Occupational Health and Safety policies and procedures.

Qualifications

- Secondary school diploma with additional training in bookkeeping or basic accounting.
- Three to five years of bookkeeping experience, preferably in a non-profit setting.
- Proficiency in the use of computers and various software applications, including accounting software
- Familiarity with word processing and spreadsheet software.
- Good communication and interpersonal skills.
- French an asset
- Excellent time management and interpersonal skills

March 2010

Employee Signature