**Example Job Description: Bookkeeper**

**Division Summary**

The \_\_\_Division of Family Practice (Division) is a local innovation in health care and part of a province-wide initiative designed to improve patient care, increase family physician influence on health care delivery and design, and enhance professional satisfaction for physicians. The Division is a non-profit society led by a Board of Directors.

**Accountability**

Reporting to the \_\_\_\_\_\_\_\_\_\_\_\_), the Bookkeeper works with the Division of Family Practice Society to track, summarize and report on all financial transactions of the organization and to arrange for all required payments.

**Primary Duties and Responsibilities**

* Enter annual budgets into accounting software for variance reporting (actual compared to budget)
* Data entry and reconciliation of all bank and credit card accounts
* Track and collect all contract payments and Accounts Receivable
* Track and pay all vendor invoices, sessional payments from Doctors and Accounts Payable; reconcile all vendor accounts as required
* Prepare payroll calculations and remittances, distribute paycheques and paystubs, file required payroll reporting (including WCB); reconcile to CRA Payroll Remittance account
* Prepare and file sales tax returns, make installments as required; reconcile to CRA GST Account and Ministry of Finance Account
* Job Costing - Track all revenues and expenses by Funder and Fund and/or Program and Project (using either Customers and Jobs, and Classes and Sub-classes in QuickBooks or Divisions and Projects in Sage 50); reconcile revenues and expenses to contracts
* Prepare financial reports by collecting, analyzing, and summarizing account information and trends

Prepare a monthly Statement of Financial Position and Statement of Operations/Activities

* + Prepare monthly or quarterly board financial reporting package
	+ Prepare additional financial analysis as required
* Prepare annual Public Service Bodies Rebate returns
* Year-end Audit preparation, including the organization and provision of all supporting documentation requested by external auditor
* Maintain filing system for supporting documentation for all financial transactions
* Comply with federal, provincial, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
* Contribute to team effort by accomplishing related results as needed

**Required Qualifications**

* Knowledge of bookkeeping processes and generally accepted accounting principles for Not-for-profit Organizations
* Advanced level knowledge of Sage 50 (or QuickBooks) software including
	+ Job-costing and cost allocation features
	+ Budgeting and variance reporting features
	+ Payroll features
	+ Sales taxes features
* Advanced level Microsoft Excel skills
* Strong written & verbal English communication skills
* Proven ability to establish, prioritize and accomplish goals
* Proven ability to meet deadlines, take direction and pay attention to detail
* Able to work independently, yet co-operatively with others
* Experience with the health care industry and not-for-profit organizations a definite asset

**Working Conditions:**

The (full or) part-time position requires that the Bookkeeper be available to work from Monday through Friday during regular working hours (flexible work schedule can be negotiated).