

# Job Posting: Bookkeeper

Armenian Community Centre, Toronto (Full Time)

The Armenian Community Centre (ACC) is a non-profit organization that offers the GTA and community at large the richness and traditions of Armenian culture through artistic, athletic, recreational, intellectual, social and spiritual programs.

The ACC is seeking an experienced Bookkeeper to oversee and manage the financials for the Armenian Community Centre, Armenian Youth Centre and ARS Armenian Private School. The role will have dual reporting – both to the Chair of the ARS Armenian Private School Board of Directors and a delegate from the ACC Board of Directors. The role will work with the school administration, treasurer, and AYC and ACC managers on a regular basis and ACC organizations as required.

The Bookkeeper provides day-to-day data-entry, bookkeeping, and administrative support. Working with multiple volunteer stakeholders, confidentiality, professionalism and accuracy are core requirements of this role.

## Responsibilities and Duties

- All full-cycle accounting duties
- Sales transaction entries
- Invoicing
- Customer statement preparation
- A/R processes
- A/P processes including issuing customer and expense claim cheques
- Issuing Tax deductible receipts and maintaining annual logs of all transactions
- Monthly bank reconciliations for multiple bank accounts
- Payroll responsibilities
- Government filing for monthly, quarterly and/or semiannually HST Returns for multiple companies
- Account Reconciliations
- Prepared journal entries, as needed
- Project Accounting
- Financial reporting, including preparing monthly financials for multiple companies
- Preparing annual budget
- Prepare and provide financial data for external auditor
- Filing and archiving of source documents

## Qualifications

- Minimum 3 years' experience in bookkeeping

## Skills

- Must have a strong understanding of accounting principles and concepts.
- Computer literacy and expert skills with QuickBooks, Simply Accounting and Microsoft Office are required.
- Understands and demonstrates the value of confidentiality and professionalism.
- Exceptional attention to detail and high degree of accuracy without supervision.
- Strong analytical and problem-solving skills.
- Self-starter, can work in a team and independently.
- Strong organizational skills with attention to detail.

**Salary:** TBD, will include basic benefits

**Work Location:** Armenian Community Centre – 45 Hallcrown Place. Toronto, ON.

**Hours:** Full Time, Flexible Hours

**How to Apply:** Please forward your cover letter and resume by email to: [communityplanning@armenian.ca](mailto:communityplanning@armenian.ca) with the heading "Bookkeeper" in the subject line in order to be considered for the position.

Please apply by email only. We appreciate all expressed interest in this position, however, only the candidates selected for interview will be contacted.

**Application Deadline:** April 30, 2018, 5:00pm