

## **Job Description – Bookkeeper Updated September 2017**

### **Background**

CircusWest Performing Arts Society is a non-profit, registered charity incorporated in 1984. The Society is made up of CircusWest participants who are adults enrolled in and/or the parents of youth enrolled in CircusWest programs, as well as other, invited community members. The Society is governed by an elected Board of Directors.

### **Mission and Vision**

The mission: To develop skills, build confidence, and inspire passion through training and performance in circus arts.

The vision: Western Canada's leader in teaching, performing, and promoting circus as a distinct creative art.

### **Job Purpose and Summary**

The Bookkeeper is responsible for the preparation and maintenance of accounts receivable, accounts payable and payroll financial records and reports for CircusWest.

Under the direction of the Finance Committee, the Bookkeeper maintains or directs the maintenance of all necessary and appropriate records, files and processes to ensure the smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

### **Duties and Responsibilities**

#### Bookkeeping

- Prepare General Ledger and supporting accounts within the QuickBooks "Online" electronic accounting system
- Prepare Accounts Payable files and process cheques for signing and distribution
- Record registration, tuition and other accounts receivable payments and revenues
- Prepares monthly and year-end financial reports
- Reconciles all bank accounts
- Makes bank deposits

#### Payroll

- Prepare bi-weekly payroll files and submit to contracted payroll processor ADP
- Maintain staff files, including time sheet monitoring, vacation and sick day bank records, other taxable benefits
- Maintain contractor and suppliers files, including T4A preparation and related government submissions
- Monitor remittances to Receiver-General for source deductions
- Prepare WorkSafe BC reports and remittances

- Arrange payroll processor registration of new hires and Record of Employment for departing staff

#### Reporting

- Prepare HST/GST and PST returns
- Prepare Gaming Annual Use of Proceeds and other Grant Reporting reports
- Prepare grant confirmations and monitor reporting requirements
- Prepare Annual T2 and NPO returns
- Prepare T4A submissions, monitor T4 preparation and distribution, reconcile PIERS if required

#### Other

- Receive and open all incoming accounting department mail
- Initiates donor thank you letter acknowledgements

#### **Knowledge, Skills and Abilities**

- Strong computer skills, including QuickBooks Online accounting software/Excel
- Complete and expert understanding of both Generally Accepted Accounting Principles

#### **Qualifications**

- Minimum 5 years recent related experience of a not-for-profit organization in Canada

#### **Conditions of Employment**

- This is a part-time, contract position, based upon a 20 hour per month assignment. Hours may be adjusted over time to fulfill position requirements.
- The Bookkeeper will be based in the CircusWest office at the PNE Garden Auditorium. It is a dynamic, fluid work environment with competing high-priority demands and an extremely fast pace.