



JOB DESCRIPTION

APPOINTED POSITION: BOOKKEEPER

(NEW November 2014)

GOAL OF POSITION

The Bookkeeper serves as the primary financial “record keeper” for the FHCA Inc. The Bookkeeper is responsible to the Treasurer and works in a support role to the Treasurer, monitors all transactions, manages accounts payable and accounts receivable, and prepares monthly financial reports for the Treasurer and the Board of Directors.

RESPONSIBILITIES:

- Keep an accurate account of all revenue, receipts & disbursements or dispensation of funds.
- Deposit any revenue into the FHCA bank account promptly.
- Keep a set of books, establish accounts, posting transactions, issue authorized cheques, store invoices and receipts, produce monthly financial reports and reconcile bank statements for the Forest Heights Community Association (FHCA).
- Issue payroll cheques as approved by the Treasurer.
- Attach receipts and verification documentation with each payment cheque.
- Keep an inventory of materials i.e. cheques, bank books,
- Produce monthly financial reports Balance Sheet, Profit & Loss Statement (Income Statement).
- Provide information as required for the annual audit/review engagement.
- Upon relinquishing the position update all books, records, files, funds, materials to turn over to the successor on a timely basis.
- Submit annual financial records for storage. Records to be retained for 6 years.
- Contribute to team effort.
- Attend the Annual General Meeting

QUALIFICATIONS:

- Experience in computerized accounting or bookkeeping, accounts payable and payroll.
- Experience with a computer accounting package an asset i.e. QuickBooks.
- Be a member of good standing of the FHCA.
- Access to a computer and printer.
- Access to an email account
- At time of initial engagement provide a Police Report Check and payment receipt. The processing fee will be reimbursed by the FHCA..

ESTIMATED TIME REQUIRED:

- Varying time commitment of 3 – 10 hours per month.

TRAINING REQUIRED:

- To be provided by outgoing Bookkeeper and Treasurer.
- Assistance from the President
- To review the FHCA past years' financial records, policies and procedures and Constitution.
- To become familiar with accurate financial procedures.
- Be familiar with the FHCA programs, policies and procedures.

BENEFITS:

- Providing a valuable volunteer service to a not for profit organization.
- Opportunities to attend workshops, meetings, courses, pertaining to the position..
- An excellent way to meet people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Executive through the Treasurer

FOR FURTHER INFORMATION:

Contact the Forest Heights Community Association, 519-741-2621.