



Covering Canada in Moccasins

JOB DESCRIPTION

Bookkeeper

Location: Hybrid / Moccasin Identifier Office

Reports to General Manager

Employment Type: Part-time contract, *based on available funding*

ABOUT

Moccasin Identifier is an Indigenous-led Initiative dedicated to increasing awareness and understanding of Indigenous Treaties and history across Canada. Our mission is to cover Canada in Moccasins, promoting Treaty education and fostering a network of knowledge for Truth and Reconciliation through our education programs and place-knowing installations.

PURPOSE

The Bookkeeper will support the General Manager in managing and maintaining accurate financial records. This role includes bookkeeping duties such as journal entries, payroll management, bank reconciliations, and financial statement preparation. The Bookkeeper will also assist with tax filings, HST remittances, and office services coordination to support the organization's financial and administrative needs.

ACCOUNTABILITY

The Bookkeeper will directly report to the General Manager and will collaborate with other team members to ensure alignment with Moccasin Identifier's mission, values, and Financial Management policy and procedures.

DETAILED RESPONSIBILITIES AND EXPECTED RESULTS

1) Bookkeeping and Financial Recording

- Record journal entries and maintain the general ledger in compliance with standard accounting principles.
- Process and manage payroll accurately and on time.
- Handle bank reconciliations to ensure accurate record-keeping and financial tracking.

2) Financial Statement Preparation

- Prepare monthly, quarterly, and annual financial statements, ensuring accuracy and compliance with financial reporting standards.
- Conduct account reconciliations and perform detailed financial analysis as required.

3) Tax and HST Filing

- Manage and file tax returns, ensuring compliance with all federal and provincial tax regulations.
- Prepare and remit HST returns on time.

4) Accounts Receivable and Invoice Management

- Generate and prepare invoices for clients or projects, ensuring accuracy and timely distribution.
- Scan and enter payables into the shared drive, maintaining organized and accessible financial records.
- Process debit and EFT batches as required.

5) Office and Financial Administration

- Coordinate office services related to financial records, including maintaining organized and secure records.
- Support budget preparation activities and compile financial reports as needed.
- Prepare financial and administrative reports, memos, letters, and other documents to support finance operations.

QUALIFICATIONS

Education and Experience

- College diploma or equivalent in Accounting, Finance, or a related field.
- Minimum of 2 years of bookkeeping experience, preferably in a non-profit or

small-business environment.

- Proficiency in accounting software (e.g., QuickBooks, Sage) and Microsoft Office Suite.

Knowledge, Skills and Abilities

- Strong knowledge of accounting principles and practices.
- Excellent organizational skills with a high level of attention to detail.
- Ability to handle sensitive information with integrity and confidentiality.
- Effective communication skills, both verbal and written.
- Proactive problem-solving abilities and adaptability.

Key Competencies

- Attention to Detail: Ability to ensure accuracy and thoroughness in financial records and reports.
- Time Management: Efficiently manage multiple tasks and meet deadlines.
- Communication: Clear and professional in both written and verbal communication.
- Confidentiality: Maintain the highest standards of confidentiality and integrity in handling financial information.
- Problem-Solving: Proactively address issues and resolve discrepancies in financial records.

Other Requirements

- Flexible hours and travel will be required
- Results of a current criminal reference check including vulnerable sector
- Valid "G" class driver's license, proof of insurance and ability to travel

Application Process

Interested candidates are invited to submit a resume and cover letter detailing their qualifications and experience, and explaining their interest in the position. Please send your resume to admin@moccasinidentifier.com by January 6, 2025 at 4:30 p.m. ET.

Moccasin Identifier is an equal opportunity employer and encourages applications from all qualified individuals, including Indigenous Peoples, women, persons with disabilities, and members of visible minorities.