



EMPLOYMENT OPPORTUNITY

POSITION: BOOKKEEPER

DURATION: PART-TIME PERMANENT (UP TO 21 HRS/ WK)

CLOSING: POSTED UNTIL FILLED

RATE OF PAY: \$ 22.00/ hr

About the Organization

Simcoe Urban Native (S.U.N.) Housing Inc. provides affordable housing to low- and moderate-income Indigenous families and seniors in the City of Barrie.

About the Opportunity

S.U.N. Housing Inc. is looking to hire a **Bookkeeper** to maintain the financial accounts of 59 units located in Barrie, ON.

Reporting to the S.U.N. Housing Inc. Manager, you will be responsible for maintaining financial records of accounts and the processing of all billing and/or invoicing for the organization. The Bookkeeper will also be responsible for producing budget analysis and reports that will be presented to the Housing Manager & Board of Directors that will help support with decision matters about cash flow management, staff salaries, and/or programs.

More specifically your responsibilities in this role will include:

- Follow all legal and ethical accounting practices that support compliance with general accounting practices
- Keep up-to-date organizational accounting systems in compliance with relevant rules and regulations
- Maintain records of financial transactions by establishing accounts; posting transactions; and ensure compliance with legal requirements.
- Ensure all confidential and sensitive data is kept in accordance to policies and procedures
- Verify, allocate, and post details of business transactions.
- Prepare general ledger and trial balance at year-end.
- Manage online banking transactions and other banking transactions for various accounts.
- Prepare monthly financial reports, which include income and expense statement, balance sheet and other reports as required for presentation to the Board of Directors.
- Post journal entries and reconcile bank accounts monthly.
- Record and maintain accounts receivable and accounts payable.
- Ensure invoices are paid and rent is received in a timely manner.
- Organization and filing of financial records and documents.
- Assist other staff with year-end reports, audit, and preparation of annual budget.

- Comply with federal, provincial, and local legal requirements; filing reports; notify management on needed actions.
- Provide the Housing Manager with financial reports that provides up-to-date summary of accounts receivable, cash projections for 30/60/90 days, and project status on a weekly basis.
- Submit financial reports to funders and agencies as required
- Maintain clear and ongoing communication with S.U.N. Housing Manager regarding the organization's financial state of affairs.
- Preparing annual operating budgets and track closely to remain strictly within these budgets
- Liaise and act as a liaison with government agencies and other external partners and agencies related to financial matters.
- Providing guidance on investments and money saving opportunities to the Board of Directors.
- Perform such other additional duties or job functions that may be assigned from time to time which are deemed necessary.

To qualify for this role, you will have:

- Post-Secondary education in Business Administration, Bookkeeping, and/or Accounting.
- At minimum 2-3 years of related work experience with bookkeeping, budgeting, accounts receivable and payable, and administering payroll.
- Working in the Non-for-Profit and Social Housing sector an asset
- Attention to detail and accuracy is a key component of this position.
- Experience using QuickBooks Pro Desktop
- Ability to communicate effectively
- Strong presentation skills
- Working knowledge using computer programs; Microsoft Office that includes, Word, Excel, and Outlook;
- Familiar with Zoom virtual meetings
- Have or willing to obtain CPR First Aid and WHIMIS certificates
- Able to work outside regular business hours as required
- A valid Driver's license and access to a vehicle is an asset

The successful candidate will demonstrate strong **problem-solving** and **time management skills**. The ability to coordinate many activities simultaneously and to track the progress of all the activities is crucial.

Finally, you must be self-motivated and have the ability to work effectively as part of a team and individually. Please note this is a non-unionized position.

PLEASE SEND RESUMES AND COVER LETTERS BY EMAIL TO:

ADMIN@SUNHOUSING.CA
ATTENTION: HIRING COMMITTEE
1B- 67 PEEL ST
BARRIE, ON
L4M 3L3