



East Scarborough

BGC East Scarborough
(Boys and Girls Club of East Scarborough)



MAAT Youth Innovation & Cultural Centre

BGCES
416-281-0262

MAAT
416-282-7284

416-281-0458

info@esbgc.ca

www.esbgc.ca

Bookkeeper

BGC East Scarborough is actively recruiting for a full-time Bookkeeper. This Bookkeeper plays a vital role in ensuring the financial efficiency of the organization by adhering to regulations, maintaining relationships with stakeholders, preparing reports, and overseeing payroll administration. They are responsible for the day-to-day management of the finance department, including staff supervision.

Reporting to the Chief Executive Officer

Major Responsibilities:

Finance Accounting and Reporting (70%)

- Develop and maintain timely and accurate financial statements and reports in accordance with Canadian Accounting Standard for not-for-profit organizations
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Maintain appropriate relations with funders and make reports as necessary, ensuring compliance with any contracts
- Prepare all supporting information for the annual audit and liaise with the Board's Finance Committee and the external auditors as necessary
- Review and evaluate cost reduction opportunities, and advising the proper allocation of resources with Department Managers
- Comply to the changes in legislation or regulations that may affect the agency's business operation
- Ensure that all financial reporting obligations are met in relation to submissions for funding, for grant aid, for contracts and any other initiatives.
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding payment (CPP, EI), Income Tax, Goods and Services Tax, Employer Health Tax, etc.
- Develop financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Document and maintain complete and accurate supporting information for all financial transactions
- Reconcile bank and investment accounts
- Develop and implement policies and procedures to ensure that financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed
- Monitor cash flows, petty cash, and credit card usage
- Prepare annual charitable return in a timely manner as appropriate
- Prepare monthly financial statements for the Finance Committee
- Administrative management of the organizations investment portfolio
- Administrative management of all organizational real estate, and housing investments
- Assist the Chief Executive Officer and the Board Treasurer with financial reporting as required at Board meeting and the Annual General Meetings

Budget Preparation and Payroll Administration (30%)

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Chief Executive Officer and Treasurer and/or Finance Committee
- Assist Department Managers and Resources Coordinator with the preparation of budgets for funding applications
- Work in conjunction with Human Resources Coordinator to submit payroll claims and to ensure any outstanding payments from employees are cleared off



Charitable Organization Number 11889-1308



BGC East Scarborough
(Boys and Girls Club of East Scarborough)



MAAT Youth Innovation & Cultural Centre

 BGCES
416-281-0262

 MAAT
416-282-7284

 416-281-0458

 info@esbgc.ca

 www.esbgc.ca

- Negotiate and manage the employee insurance and benefits plans
- Review all staff pay rate change and calculation prior submitting

Key Qualifications:

- Professional Accounting Designation
- 3 to 5 years' Experience in office administration in an organization at a supervisory level
- Experience working in a not for profit organization
- Degree in Finance and accounting
- Excellent data entry skills and proficiency with Newviews accounting software
- Advanced knowledge of Microsoft Office applications (Excel, Word, Outlook and Access) is required
- Ability to handle sensitive and confidential information with discretion
- Good communication skills (both written and verbal) with good interpersonal skills
- Ability to handle pressure and stress

Job Code: BK2023

Contract period: One Year

Hours of work: 37.5 hours per week

Please submit resume to the: hr@esbgc.ca

Thank you for your interest. Only applicants selected for an interview will be contacted; The BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.



Charitable Organization Number 11889-1308