## JOB DESCRIPTION

| **TITLE** | BOOKKEEPER |
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| **Reports To:** | [INSERT NAME, TITLE] |

**Job Purpose**

The primary role of the Bookkeeper is to keep [Organization Name]’s key accounting records or ledgers.

The Bookkeeper will achieve this by performing day-to-day tasks, including recording transactions such as income and expenditures and posting them to the appropriate accounts.

This role is vital to [Organization Name]’s aim of keeping, updating, and maintaining records to ensure compliance with provincial and federal requirements.

The Bookkeeper must have strong time management and organizational skills as well as exceptional attention to detail.

**Duties and Responsibilities**

Overall Responsibilities include but are not limited to:

* Processing of payments
* Conducting daily banking transactions
* Produce detailed financial reports
* Reconciling inventory, sales, and other records, including third-party records, such as bank statements
* Compute salaries and process payroll
* Keep an accurate record of all financial transactions
* Update and maintain general ledger regularly
* Collect, analyse, and summarise financial data and information for reporting purposes
* Collaborate with management to ensure organizational finances are in good standing
* Reconcile accounting system entries
* Record debits and credits
* Recommend process improvements for the organization’s financial transactions and tracking
* Maintain and balance through general ledger reconciliation
* Confirm accuracy of transactions through account reconciliation
* Comply with provincial/federal reporting requirements
* Keep an eye out for any deviations from the projected budget
* Remain updated on changing provincial/federal legislation and reporting requirements
* Complete all tax forms in an accurate and timely manner
* Prepare and send out invoices as needed
* Accurately and frequently update the company’s general ledger and prepare the trial balance
* Additional related duties as assigned

**Qualifications**

* Bachelor's degree in finance, accounting, or other relevant discipline is required
* CPA is considered an asset
* Must be in good standing with [insert professional body, if required]
* Minimum of XX years bookkeeping experience
* Strong knowledge of computer programs such as MS Word, Excel, Quickbooks, or other accounting software
* An in-depth understanding and use of accounting fundamentals, best practices, and accounting framework is required
* Data entry skills
* Knowledge of provincial and federal laws to comply with reporting requirements

**Core Competencies**

* Exceptional attention to detail
* Produces work with a high level of precision and accuracy
* Excellent communication skills, both written and verbal
* Highly organized and regularly meets deadlines
* Analytical and solution oriented

**Working Conditions**

* Working on evenings and/or weekends may be required
* Overtime may be required