



JOB DESCRIPTION

Position: Bookkeeper/Executive Assistant

Date: October, 2017

SCOPE OF WORK: Reporting to the Executive Director, this is a full-time position requiring forty (40) hours of work per week and, periodically, work on an evening or Saturday. The incumbent to this position will be responsible for maintaining all of the affiliate's bookkeeping records, inclusive of the ReStore and Handyman, as well as providing comprehensive administrative support to the senior management team.

REPORTS TO: The Bookkeeper/Executive Assistant is a direct report of the Executive Director but also receives and acts upon direction received from the Director of Build Services and the ReStore Manager.

SCOPE OF AUTHORITY: While the incumbent will be called upon to act on behalf of the Executive Director and Director of Build Services at times, this position has no direct reports. This is a key-holder position with access to security codes for entrance/exit to the building.

EDUCATION & EXPERIENCE: The incumbent to this position will have three to five (3-5) years' experience in a business setting, principally as a Bookkeeper, but with ancillary administrative responsibilities. Ideally, the incumbent will hold a diploma or an associate degree in accounting, finance, business/office administration or the equivalent and will have a solid knowledge of modern accounting theory, principles, and practices inclusive of financial record-keeping, reporting and budget preparation.

This position requires an analytical problem-solver with superior numeracy skills, super-user experience using all aspects of Simply Accounting software and thorough familiarity with the use of Microsoft Office Suite (Word, Excel, PowerPoint, Access) and standard internet-based interfaces. The successful candidate will be a self-driven, exceptional communicator who has an acute eye for detail and thrives as both a self-starter and a team player in a busy, dynamic and demanding environment.

A valid driving licence and (access to) a vehicle will be important. A condition of hire will also include the provision of an incident-free Police Check.



DUTIES AND RESPONSIBILITIES:

Bookkeeping

Using Simply Accounting software:

- Undertakes and proactively addresses all issues relative to the accurate and effective administration of all accounts payable, accounts receivable and payroll requirements for the affiliate, the ReStore and Habitat Handyman program;
- Provides oversight to, updates as appropriate, troubleshoots as required and administers the employee group benefits program in an effective and timely manner and per established protocols and procedures;
- Receives payments, deposits and donations as required for deposit to appropriate bank accounts;
- Undertakes the timely and accurate completion of bank reconciliations;
- Provides timely and accurate oversight to the administration and payment of all government remittances and requirements (inclusive of WSIB);
- Prepares such invoices as may be required and other such follow-up to ensure payment thereof;
- Keeps current on all matters related to the timely and accurate oversight and administration of the affiliate, ReStore and Handyman payroll;
- Prepares financial statements and other such monthly reporting as required by the Board of Directors and other reports as may be required from time to time;
- In accordance with the requirements of the affiliate auditor, prepares all such documents as are required for year-end inclusive of the completion of the T3010 for the affiliate;
- Under the direction of the Executive Director undertakes such follow-up and trouble shooting as may be required relative to the management of partner family mortgages;
- Maintains accurate and up-to-date files of all financial records;
- Maintains an accurate Procedural Manual which captures all activities relative to the Bookkeeping function for reference and succession planning purposes;
- Ensures that the affiliate is utilizing the most current and appropriate Simply Accounting software (inclusive of payroll) as is available and that all licenses for same are in order; and
- Undertakes other such bookkeeping duties as may be required from time to time.

Administration

Acts as administrative support to the Executive Director and the Director of Build Services inclusive of:

- Providing timely and accurate administrative (in addition to bookkeeping) support relative to the execution of the Habitat Handyman program;
- Providing timely and accurate administrative support relative to the management of our build volunteer program inclusive of build-site support and assistance in the evening or on occasional Saturdays if/as required;



- Offering administrative support to the delivery of the affiliate's Health & Safety program;
- Offering administrative and back-up support to the Fund Development & Community Engagement Coordinator in the data entry and balancing of donations/charitable tax receipts;
- Ensuring all affiliate files are kept current and tidy;
- Preparing such reports, letters, documents, spreadsheets, and the like as may be required by the Executive Director;
- Assisting as required in the preparation of annual budgets;
- Participates in such health and safety training as may be required; and
- Offers other such administrative support as may be required from time to time.

*

I have read this document and fully understand my duties and responsibilities as outlined in it.

Employee Name (Please print)

Date

Employee Signature

Original in the Employee's Personnel File
Copy to the Employee