

JOB DESCRIPTION- Financial Services Clerk

TITLE

**Financial Services Clerk- 5 Days/Week
1 Year Maternity Leave Contract**

REPORTS TO

Director of Development

SUMMARY

As an integral member of the Foundation, the Financial Services Clerk will be primarily responsible for all of the clerical operations and administrative tasks associated with supporting the financial operations of the Foundation. As a member of the Foundation's team, the Financial Services Clerk will play an important, hands-on role in the day-to-day bookkeeping/accounting operations of the KBRH Health Foundation. Key to the success of this position is accuracy, efficiency, ability to learn and solid bookkeeping skills/accounting.

CORE COMPETENCIES

- Accuracy, Quality and Detail Oriented
- Adaptability/Flexibility
- Communication
- Time Management
- Accountability & Dependability
- Analytical, Problem Solving Skills
- Decision Making & Judgement
- Team Work
- Ethics & Integrity

KEY RESPONSIBILITIES

- Daily mail processing
- Weekly gift coding and data entry, including tax receipt processing
- Weekly bank deposits
- Weekly gift posting to Sage Accounting
- Weekly A/P invoice verification, reconciliation, coding and payment, working with key staff members to ensure expenditures align with agreements, contracts and department budgets and compliance with financial recording and reporting procedures
- Weekly cheque signing and distribution, working with DOD and Executive
- Bi-weekly staff lotto reconciliation
- Monthly payroll data entry
- Monthly expense reconciliation and payment
- Minute keeping for monthly Board Meetings
- Semi-annual GST rebate filing
- Annual PST rebate filing
- Petty Cash reconciliation

- Credit card processing as required
- Online donation management
- Grant reconciliation and payment
- Donor database management
- Gaming license filing, tracking, post event reporting and annual report filing
- Event revenue report preparation
- Routine accounting cycle support
- Month end audit preparation
- Calendar year end and fiscal year end reconciliation
- Assists with annual audit preparation and provides support as needed
- Assists with compilation of T3010 tax return
- Provides financial reports as required
- Provides support for annual operating budget process
- Ensures appropriate file system is in place, including archiving and sorting files, as well as maintain current records and permanent files as required, adhering to current Privacy legislation
- Documentation of policies, procedures and work flow for assigned area of responsibility
- Donor recognition initiative analysis and support
- Ensures deadlines are met
- Event support
- **Performs other duties as required**

REQUIREMENTS

- Excellent attention to detail and passion for accuracy preparing and entering financial information
- Strong problem solving skills and ability to interpret financial or other information
- Ability to comply with Policy and Procedures
- Sound analytical thinking, planning, prioritization and execution skills
- Strong focus on quality
- Demonstrated initiative, results oriented, excellent work ethic, positive attitude, reliable and dependable
- High level of integrity, accountability and ability to ensure confidentiality of data is maintained
- Self-directed and organized with effective time management skills and ability to multitask while effectively managing competing demands
- Able to take limited direction and follow instructions
- Flexible and able to adapt to change
- Ability to work confidently under pressure to meet deadlines
- Excellent interpersonal and verbal/written communication skills
- Team player and donor centric focus
- Flexibility to perform other job requirements
- Completion of a Bookkeeping/Accounting Diploma or equivalent program plus a minimum of 2 years' experience working in a full cycle bookkeeping/accounting role
- Experience with Sage (Simply) Accounting or other accounting software; proficient in Microsoft Office programs including Excel, Word and Outlook; experience working with Raiser's Edge or other database applications an asset
- Knowledge of Fund Accounting an asset

- Experience working in a registered charity and working with volunteer groups an asset

WORKING CONDITIONS

- Manual dexterity required to use desktop computer and peripherals
- Overtime as required with time off in lieu of pay