



## Job Description Bookkeeper/Admin Assistant

**Position:** Bookkeeper/Admin Assistant

**Worksite:** IWAV Admin Office

**Responsible to:** Finance Manager

**Classification:** Bookkeeper/Admin Assistant 3

**Grid Level:** JJEP Wage Grid 10

### **Summary:**

Under the direction and supervision of the Finance Manager, the Bookkeeper/Admin Assistant performs administrative and bookkeeping duties such as assisting with scheduling, correspondence, project coordination, coding, recording, posting, and processing day-to-day transactions. Processes include one or more of accounts receivable, accounts payable and payroll. This position requires the maintenance of accounting and other records, files and related systems.

### **Qualifications:**

#### **Education, training and experience**

- High School diploma
- Post-secondary training in bookkeeping or business administration
- Minimum two years of recent related experience
- Experience working in a non-profit organization and office environment
- Or an equivalent combination of education, training and experience

#### **Job Skills and Abilities**

- Effective time management skills
- Demonstrates critical and innovative thinking
- Excellent communication skills
- Demonstrated ability in a variety of bookkeeping duties
- Attention to detail and accuracy
- Maintains a tidy work environment
- Works in a respectful and cooperative manner with staff, tenants and clients

### **Additional Requirements**

- Criminal record check for vulnerable populations
- Adheres to the philosophy, policies and procedures of IWAV
- Signs and adheres to Oath of Confidentiality and Code of Ethics

### **Key Duties and Responsibilities:**

- Assists IWAV Leadership with a variety of communications both internal and external.
- Supports with donor and grantor relationships, including database management.
- Assists with coordinating and completing projects and fundraisers.
- Arranges meetings, schedules appointments as needed.
- Maintains and updates accounting records with accuracy by performing duties such as recording and posting transactions in a variety of bookkeeping software for accounts payable, accounts receivable and payroll. This may include rent collection input and tracking through specialized software.
- Codes source documents such as invoices and receipts to the appropriate accounts and program classes. Prepares and issues invoices and follows up on late accounts in accordance with established procedures. Pays approved invoices.
- Maintains bank account records; reconciles bank accounts and credit card accounts in the bookkeeping software.
- Prepares various accounting summaries and reports as required, which may include seniority lists, vacation entitlement, sick leave and overtime banks.
- Submits information to health and welfare benefit carriers to arrange for, change and terminate coverage for employees. Maintains records of benefit enrolment.
- Responds to inquiries and requests regarding payroll, benefits and other bookkeeping duties.
- Follows up to resolve errors and discrepancies in accordance with established procedures.
- Performs other related duties as required.
- Represents IWAV positively and professionally at all times.

### **Accountability**

- Reports to and meets regularly with the Finance Manager.
- Maintains current knowledge of and complies with IWAV mandate, mission, policies, procedures, standards of practice and collective agreement.
- Maintains strict confidentiality of information gained as a result of employment with IWAV.
- Alerts the Finance Manager promptly of any extraordinary circumstances, including financial, legal or ethical issues that may arise.