



BOOKKEEPER

2 days/week

Delta Family Resource Centre (Delta Family/DF) is a community-based agency which has served communities in North-West Toronto for more than 39 years. Situated in ethno-racially diverse communities, DF envisions a healthy and empowered community where families and children thrive. A multi-ethnic, multi-site organization, DF provides a responsive range of programs, services and activities for families, young children and their caregivers, youth, the Black community and seniors. We are committed to anti-oppression, addressing Anti-Black racism and inclusive ways of engaging participants.

Context:

Reporting to the Manager of Operations, the Bookkeeper will work closely with the accountant, providing general accounting (payables and receivables) to Delta Family.

Major Responsibilities:

Under supervision, perform the following Accounts Payable functions according to established procedures and standards:

- Preparing petty cash requests in a timely manner.
- Checking and verifying suppliers' invoices.
- Reviewing cheque requisitions.
- Preparing invoices for approval and payment.
- Preparing cheques for signature and alerting signing officers.
- Systematic filing of paid invoices and reports.
- Preparing journal entries relating to accounts payable.
- Entering journal entries on monthly basis.
- Provide assistance in other special projects that impact A/R processes and efficiencies.
- Balance and maintain accurate ledgers.
- Support the preparation for payroll.
- Preparing financial claims in accordance with established guidelines and contribution agreement.
- Preparing deposit slips and perform bank deposit of funds received from all sources.
- Other duties as assigned.

Qualifications:

- Minimum of 3 years' experience in providing bookkeeping services
- At least two years of experience in providing such services to non-profit agencies
- Completion of Accounting related diploma/degree
- Comprehensive knowledge of Excel, as well as other Microsoft office products.
- QuickBooks experience essential.
- Must have strong attention to detail and able to provide quality work .

- Analytical thinker, good problem-solving and communication skills.
- Highly organized and able to finish tasks accurately and in a timely manner.

Remuneration: \$25/hour/ 2 days/week

Anticipated start date: ASAP

Application closing date: November 15, 2021 by 10:00 am.

Please submit your cover letter and resume by the closing date at [hiring@dfr.ca](mailto: hiring@dfr.ca)
2291 Kipling Avenue Etobicoke, Unit 123, ON M9W 4L6

Subject line: Bookkeeper

E-mail: [hiring@dfr.ca](mailto: hiring@dfr.ca)

Delta Family is an equal opportunity employer and will make every effort to accommodate the needs of candidates through the selection process. Please let us know in advance if you require accommodation.

Delta thanks all applicants; however only short-listed candidates will be contacted.