



## **POSITION DESCRIPTION**

### **Bookkeeper**

**Status:** Part-time

**Reports To:** Chief Executive Officer

#### **About Leadership Waterloo Region**

Leadership Waterloo Region (LWR) is a social-profit organization that was founded in 2000 with the vision fostering and developing new leadership for generations to come. LWR works to sustain and improve our community by developing stronger leaders by connecting them with important community initiatives and a network of other leaders. LWR delivers educational leadership experiences to a diverse range of individuals in the community by providing them with the opportunity to acquire and practice leadership skills. This work is done collaboratively with like-minded organizations in Waterloo Region through the delivery of carefully tailored programs.

In short, Leadership Waterloo Region exists to build a continuum of leaders that connect, inspire, and challenge each other to make a positive community impact.

Today, the 450+ graduates of our Core Program, working in the business, government and social profit sectors, are applying their skills to more than 400 boards of directors and committees in the region. The program provides professional board governance experience and helps develop a personal network of contacts from all sectors in the greater community.

#### **Scope of Role**

We are currently recruiting a part-time bookkeeper to join our team. In this role, the ideal candidate will possess strong attention to detail, can meet deadlines, be flexible, adaptable, have a “figure it out” attitude and have a great team spirit.

This role works with the CEO, Manager, Brand Communications & Community Engagement, the Board of Directors and other volunteers as needed.

As this opportunity is part-time and typically requires a commitment of no more than six hours per week. There are two major fundraising events per year (Leadership Gala and Breakfast) that the Bookkeeper would be required to attend to provide event support. Additional time might also be required following year end when performing audit prep.

**Leaders Wanted.**

## **POSITION DESCRIPTION - BOOKKEEPER**

The individual in this role will oversee all of the day to day accounting, and will perform other general accounting and finance related duties such as:

- Preparing financial reports for the Board of Directors
- HST & WSIB reporting, and other corporate filings
- Banking including bank reconciliations, and reconciling electronic payments
- Processing Payroll, including T4 generation
- Journal entries
- Assisting in the preparation of year-end documents for the auditors, including the preparation of Excel schedules as requested
- Receiving, processing and creating donation receipts and thank you letters on an ongoing basis in CiviCRM
- Preparing financial reports as requested by the CEO
- Participating in the development of budgets and assist with quarterly variance analysis
- Processing weekly invoices, travel expense reports, and other miscellaneous cheque requests
- Overseeing the filing of Accounts Payable invoices, Accounts Receivable invoices for the Core Program as well as other documents for the team

Other duties as assigned.

### **Qualifications**

- Background in general accounting and finance (minimum 3 years) – preference will be given to applicants with experience in the non-profit sector
- Exceptional level of accuracy and analytical skills with attention to details
- Intermediate to advanced level in Microsoft Excel
- Familiarity with SAGE Accounting Software
- Familiarity with CiviCRM or similar database software
- Effective verbal and written communication skills

To apply for this opportunity, please send a cover letter, resume and salary expectations to Diane Wiles, [diane@leadershipwr.org](mailto:diane@leadershipwr.org) by Wednesday, July 17, 2019