



## **Job Description – Bookkeeping Clerk/Administrator**

### **Gibsons Community Building Society and Gibsons Marine Education Centre Society**

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<b>Job Title</b>	Bookkeeping Clerk/Administrator
<b>Reports to</b>	Office Manager
<b>Term</b>	Regular Part-Time; variable hours; between 12-15 hrs/wk
<b>Wage</b>	Hourly Rate \$16- \$18 commensurate with experience
<b>Job Summary</b>	Primary staff person responsible for operational accounting and financial record-keeping functions.

### **Background**

The Gibsons Community Building Society is a not-for-profit society that operates the Gibsons Public Market and the Nicholas Sonntag Marine Education Centre.

Gibsons Public Market is a community project that inspires and supports economic activities in the region. The public market is a destination for Sunshine Coast residents and visitors of all ages where all are welcome to convene and learn, enjoy local food, fresh produce, art and entertainment. The public market provides space for community activities, gatherings, workshops, a marine education centre, a community kitchen, and a bistro.

The Nicholas Sonntag Marine Education Centre is a 30-tank “collect-and-release” aquarium located at the Gibsons Public Market. The aquarium is home to more than 200 creatures representing 70 species, all collected from the pristine waters of Howe Sound and Sechelt Inlet. The Centre is designed to showcase the mystery, wonder, and magic of the amazing undersea world at our doorstep, inviting visitors to discover how the ocean connects us to all of life and to each other.

### **Job Purpose and Summary**

The Bookkeeper is the primary staff person responsible for administering the Societies’ accounting functions.

This position reports to the Office Manager, supporting the work of the staff team and the Finance Committee.

Scope of work includes preparation and maintenance of accounts receivable, accounts payable, payroll financial records, charitable giving records, tax receipts, and the reconciliation of daily cash reports.

### **Duties and Responsibilities**

#### Bookkeeping

- Prepare Accounts Payable files and process cheques for signing and distribution



- Prepare invoices for earned income lines of business
- Record Accounts Receivable payments, liaising with business managers to ensure outstanding balances are within prescribed limits
- Reconcile daily sales reports
- Maintain petty cash fund; ensure balance is appropriate, safe guarded, and replenished as needed

#### Payroll

- Prepare bi-weekly payroll files and process cheques for signing and distribution
- Prepare remittances for source deductions
- Prepare WorkSafe BC reports and remittances
- Maintain staff files including: time sheet monitoring; vacation, sick day and lieu time accrual records; and other taxable benefits
- Arrange registration of new hires and Record of Employment for departing staff

#### Charitable Giving

- Prepare records of donations for internal processing of tax receipts or issuance of tax receipt
- Monitor online donation portals, ensuring fidelity between external and internal controls
- Data entry of all donations into Little Green Light donor management system
- Complete a year end (or more frequent as directed) reconciliation of donor records with financial records
- Produce donor reports for the Fundraising Council, Development Manager and Executive Director

#### **Knowledge, Skills and Abilities**

- Intermediate computer skills, including experience with google suite, Microsoft office (word, excel)
- Knowledge of QuickBooks accounting software and other CRM's an asset
- Basic understanding of Generally Accepted Accounting Principles, payroll requirements in Canada and bookkeeping procedures
- Ability to perform other administrative tasks to support operations, as they arise
- Comfortable working in the dynamic, fluid environment typical of a start-up enterprise

#### **Qualifications**

- Minimum 2 years recent related experience
- Experience in a not-for-profit organization in Canada is an asset

#### **Conditions of Employment**

- This is a part-time position, based upon a 15 hour per week assignment. Hours may be adjusted over time to fulfill position requirements
- The Bookkeeper will be based in the administration office at the Gibsons Public Market.