



# Bookkeeper

## Description:

As a member of the Finance Team, the PREP Bookkeeper is responsible for providing payroll and bookkeeping assistance to the PREP Finance Manager.

## Reports to:

PREP Finance Manager

## Responsibilities:

### Payroll

- Enter new employees in payroll system and maintain payroll records and binders
- Ensure timesheets are available to all staff
- Check submitted timesheets against calendars
- Run all payrolls in NewViews
- Schedule EFT payroll uploads; confirm completion of uploads on bank website
- Ensure all staff payroll deductions are completed: RSP; United Way; LTD & Life, MSP
- Complete and run cheques for Receiver General remittances for all payrolls
- Track and calculate staff sick time after each payroll
- Update staff hours spreadsheet after each payroll and forward to Finance Manager
- At month end:
  - Split MERCs and distribute in New Views
  - Split Employee/Employer RSP, enter Employer's portion in NewViews and produce Credit Union cheque
  - Print out holiday pay and balance to Balance Sheet
  - Manage payroll reports and forward to Finance Manager
- Calculate and split WCB monthly and quarterly, produce cheque quarterly
- File information in accordance with PREP policy and procedures

### Bookkeeping

- Assist Finance Manager as required
- Check monthly bank ledger against cheque stubs and invoices
- Pay Accounts Payable invoices as required
- Maintain Accounts Receivables systems
- Maintain electronic and physical records in accordance with PREP policy and procedures
- Reconcile monthly bank statement
- Perform additional duties as required