



PREP Society Job Description

Position Title: EPBC Bookkeeper
Reports to: PREP Finance Manager

Description

The EPBC Bookkeeper is a member of the PREP finance team and the Career Link team. This position is primarily responsible for providing payroll and bookkeeping for Career Link and its Employment Program of BC (EPBC) activities, with additional bookkeeping activities for PREP Society programs, as required.

Responsibilities include, but are not limited to:

Payroll

- Enter new employees in payroll system and maintain payroll records and binders
- Ensure timesheets are available to all staff
- Check submitted timesheets against Active Agenda
- Run staff, EPBC and training group 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
- Complete and run cheques for Receiver General remittances for Staff and EPBC/training group payrolls
- Track and calculate staff sick time after each payroll
- Update staff hours spreadsheet after each payroll
- 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
 - Create PREP invoice for CL staff doing PREP work and forward to Finance Manager
- Calculate and split WCB monthly and quarterly, produce cheque quarterly
- Maintain United Way donation records and produce cheque to United Way

Bookkeeping

- Check monthly bank ledger against cheque stubs and invoices
- Pay Accounts Payable invoices as required
- Enter STOC and other orders into Integrated Case Management (ICM) system as required
- Backfill for Finance Manager when required
- Perform additional bookkeeping duties as required

Office Systems Organization

- Maintain information and filing systems
- Coordinate office supply inventory and orders
- Monitor facilities maintenance needs and schedule regular maintenance tasks

Teamwork

- Participate on PREP finance team projects
- Share, report, update colleagues on activities impacting the agency and/or client services
- Maintain ongoing links with support agencies, vendors, and resource services, within the community and further afield, as needed
- Maintain strict confidentiality related to clients, colleagues, and agency

Other Duties

- Maintain courteous, welcoming atmosphere and professional appearance at all times
- As required

Basic Requirements

Education:

- Completion of post-secondary education in accounting principles; CGA Level 2 completion is preferred
- Advanced computer skills training, including MS Office, including Word, Excel, and Outlook
- Training in NewViews accounting software an asset

Experience:

- Minimum of two years of experience providing payroll and bookkeeping; full cycle accounting experience an asset
- Experience using in-house databases
- Direct and recent experience in the non-profit sector is an asset

Personal Suitability:

- Effective and diplomatic interpersonal and written communication skills
 - Effective time-management and organizational systems
 - Accurate and detail oriented
 - Proven ability to learn quickly and adapt to changing demands
 - Interest in participating in community-engagement initiatives
 - High level of motivation and positive attitude
 - Willingness and ability to work a flexible schedule
-