



Role Description

L'ARCHE ASSOCIATION OF LETHBRIDGE

1. Title

Bookkeeper

2. Summary of Role

The Bookkeeper is responsible for the systematic management and recording of the financial transactions for L'Arche Lethbridge.

3. Accountability

The Bookkeeper is accountable to the Community Leader/Executive Director.

4. Core Expectations and Desired Skills

See the L'Arche Canada Administrative Role Guide (Personalized).

5. Responsibilities

6.1 Compensation

- Work with the Assistants coordinator in implementing the L'Arche Canada Compensation Policy and administering the ICAT
- Preparing and administering monthly payroll
- Administer extended benefits program
- Administer RRSPs for Assistants
- T4's, T4A and summaries at year end
- Issues ROEs as needed
- Teaching and communicating financial matters to all Members/employees

6.2 Budget and Advising

- Preparation and distribution of monthly and annual financial statements.
- Attend and participate in monthly Board Finance Committee meetings
- Supporting the CL/ED in contract management issues

6.3 Ongoing Financial Management

- Pay invoices/bills in a timely manner
- Maintain files

- Prepare deposits as necessary and take them to the bank
- Backup Quickbooks
- Bank reconciliation
- Maintain community accounts and investments according general accounting practices and standards set by the Government of Alberta
- Monitor all room and board payments
- Monitor phone and internet bills and report to Community Leader or Homes Coordinator as appropriate
- Work in collaboration with the Administrative Assistant to ensure that donations are received and charitable tax receipts sent out
- Payment of Regional and National dues and Solidarity funds to L'Arche Canada
- Preparing and distributing invoices

6.4 Legal

- Prepare documents for annual Audit and work with the auditor as needed to complete the audit
- Prepare GST return as required
- Charitable organization and annual Federal tax return
- Administer insurance for the community
- Monitoring compliance with respect to Employment Standards

6. Qualifications

- Criminal records check
- Relevant education and/or experience in bookkeeping and/or accounting
- Proficiency with Quickbooks and TelPay

7. Authority

The Bookkeeper has the authority to carry out responsibilities within this role description.

8. Evaluation

The Bookkeeper is evaluated annually by the Community Leader/Executive Director.

Updated November 9, 2016; March 15, 2017.