



## JOB DESCRIPTION

### Accountant/Bookkeeper (Ad Hoc Contract assignment)

The Accountant/Bookkeeper of the Regional Association of West Quebecers (the “Association”), under the direction of the Executive Director and the Board of Directors, is responsible for the bookkeeping and financial reporting responsibilities of the Association.

The Accountant/Bookkeeper is the primary resource person who produces and maintains accurate records of all of the financial transactions, accounts, ledgers and monthly statements of the Association, produces its financial reports and answers any questions in regard to billing.

The Accountant/Bookkeeper also produces the reports the Association must provide to Patrimoine Heritage Canada (“PCH”) or other public subsidy providers, in respect of grants provided by them.

The Accountant/Bookkeeping may attend any Board meetings to present financial updates, statements and/or reports.

Specifically, the Accountant/Bookkeeper shall perform the following duties:

#### **Accounting:**

- Ensure proper bookkeeping practices for the management and maintenance of all accounts;
- Assist in budget preparation, forecasting and monitoring, in respect of project and programming that is publicly subsidized, and upon which the Association depends entirely;
- Review the Association’s financial performance and adherence to corresponding policies, and procedures governed by its Constitution, and report any deficiencies to the Executive Director;
- Reconcile all accounts held by the Association monthly;
- Manage all bank transactions, including deposits, withdrawals, inter-account banks transfers, and/or other transactions, as directed by the Executive Director;
- Receive and renew all incoming invoices and prepare the necessary accounts payable accurately;
- Safeguard and manage the Association accounting assets and resources against loss, theft and ineffective use by maintaining appropriate internal controls – for the purpose of self-audit;
- Prepare timely and accurate financial statements for the Association;
- Reconcile financial statements and prepare the required financial reports to PCH and other public funders as required;
- Coordinate the finances of the Association in collaboration with the Executive Director, Treasurer and Auditor, i.e. the annual budget and management of the accounts;

# Regional Association of **West Quebecers**



- Maintain all financial records in preparation for the annual audit in collaboration with the, Executive Director, Treasurer and Auditor;
- Attend budget meetings and prepare budgets;
- Be responsible, in conjunction with the Executive Director and Treasurer, for processing invoices, petty cash, bank deposits, term deposits, monthly remittances, GST & PST claims and annual T4 & TP4 summaries for the Association and its employees;
- Report on the operating expense results established in the annual budget; and Review the minutes of the Association's Minute Book for signing authority, prior to the end of the fiscal year, and ensure that the financial reports are signed at each Board meeting and maintained in an easily accessible manner in view of preparing the annual auditor's report.

## **Other Duties and Responsibilities**

- Perform other accounting tasks, as requested or assigned by the Association;
- Perform other miscellaneous tasks, as assigned or requested by the Executive Director.

## **Academic Qualifications, experience and suitability**

- Bachelor's Degree in accounting or business administration, or equivalent;
- A minimum of 5 years' relevant experience;
- CPA qualification an asset;
- Experience with Sage Accounting Software, Excel Software, Google docs and Cloud storage technology;
- Bilingualism an asset;
- Ability to learn quickly and manage time effectively;
- Flexibility in work schedule;

## **Type of employment**

- Part time – Contract

## **Hours of work & Rate of pay**

- Approximately 30 hours per month, and as otherwise required
- Rate of pay negotiable based on education, training and experience