**Position Open**

**Position Title:** Bookkeeper

**Job Status:** 16 hours / wk (0.4)

**Location:** Winnipeg, Manitoba

**Revised:** November 2023

**Salary range:** $22hr. - $27.50.

**Primary Responsibility**

To carry out the bookkeeping responsibilities of MDS Canada.

**Reporting Relationship**

Reports to the Finance and Admin Manager

**Key Responsibilities:**

1. Finance
* Conduct bookkeeping procedures, including A/P, general ledger, fixed assets and revenue input
* Perform month end general ledger entries and reconcile bank accounts
* Reconcile donations as recorded in Donor database with Financial records
* Maintain donation access points – PSIGate, etc.
* Collaborate with the Administrative Assistant on processing of donations
* Assist in annual budget preparation
* Assist in audit and review functions
* Support volunteer project office managers in their finance role
* Other tasks as assigned
1. **Administration**
* Maintain registrations of Provincial Units
* Maintain fixed assets records
* Maintain supplier records, agreements and contact information
* Other tasks as assigned

**Qualifications:**

* Knowledge of and commitment to the MDS mission, vision, and core values
* Certificate in bookkeeping
* 1-2 years work experience in bookkeeping preferred
* Capacity to increase hours during budget and audit seasons (average out to 16 hrs/wk).

**Essential Skills:**

* Proficiency with Microsoft office suite
* Analytical and problem-solving competency
* Ability to function well as a team player
* Commitment to high professional standards
* Ability to multitask in a fast-paced environment
* Interest or experience in working with volunteers and volunteer groups
* Physical requirement: Work is mostly sedentary with long periods at a computer terminal
* Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in vehicles, there is little risk of danger