



Part-Time Permanent / Contract Bookkeeper

Sonography Canada is seeking to hire a bookkeeper to work between 10-15 hours weekly with experience with Professional Associations / Not For Profit Organizations. This position requires the bookkeeper to have had formal training in accounting and bookkeeping, up to and including financial statements and audit preparation.

We are currently considering both part-time staff positions or contract options from a qualified firm who is able to work on the Sonography Canada account from our Ottawa, ON office as described below.

About Sonography Canada

Sonography Canada is the credentialing body, professional association and the national voice for diagnostic medical sonographers in Canada. We are the single national voice for the Sonography profession in Canada, supporting professional sonographers throughout their careers with:

- National entry-to-practice credentialing examinations
- Continuing professional education through a national conference, webinars and the *Canadian Journal of Medical Sonography*
- National competency profiles, professional practice guidelines and standards, and Codes of Conduct and Ethics
- Member services and programs like professional liability insurance and advocacy to governments, the public and other healthcare organizations

Key Responsibilities of this role include:

In Sage:

- Enter all AP invoices and process payments using Scotia Connect & BMO
- Enter all revenue from various sources through Scotia Connect & BMO

Other:

- Overseeing organization benefit plan (adding staff, adjusting coverage as requested)
- Input payroll for staff of 10 in ADP
- Remit all amounts owing to Government - source deductions
- File HST rebate requests annually
- Other regular tax payments as required (example, PST payments filed monthly for BC)
- Prepare monthly reports to Executive Director
- Prepare other ad hoc reports as required by Executive Director

- Prepare working papers for annual audit
- Assist during the annual audit with providing external auditors with required documents
- Ensure Balance Sheet accounts are kept up to date
- Assist with annual budgeting process
- Create backups after every session, including one that is NOT stored on the accounting system computer (to protect against failure).

QUALIFICATIONS:

- Demonstrated experience in the association / not-for-profit sector
- Demonstrated experience in managing finance; familiarity with accounting software an asset, particularly Sage
- Strong computer skills and expertise in the use of MS Office
- Strong organizational skills and attention to detail
- College or university degree in related field is an asset; or industry designation (for example, CPB – Certified Professional Bookkeeper)
- The bookkeeper must be a self-starter, capable of working without supervision or structure.
- Sound judgment and the ability to work independently and as part of a team
- Well organized, with a proven ability to meet deadlines
- Self-motivated, flexible and adaptable

TERMS OF EMPLOYMENT:

- Part time – flexible

WORK LOCATION:

- Sonography Canada National Office – Ottawa, ON. Able to work from home until our office has reopened.

TO APPLY:

If you are interested in joining our team, please forward your resume and/or proposal via e-mail:

careers@sonographycanada.ca