

Bookkeeper

Position Type:	Full-Time; Permanent (Indeterminate-Term)
Annual Salary:	\$60,000
Schedule:	37.5 hours weekly – regular working hours are 9am-5pm in your local time zone (flexible)
Start Date:	October 28, 2024 (exact date flexible)
Location:	Remote, within Canada (Hybrid or Onsite may be available in Vancouver or Toronto)
Language:	Primary working language is English; French working capacity is an asset (please indicate language skills in your cover letter or resume).
Reports to:	Senior Finance Manager
Application Deadline:	Monday, October 14, 2024 at 11:59pm PT

Community-Based Research Centre (CBRC) promotes the health of people of diverse sexualities and genders through research and intervention development. CBRC's core pillars – community-led research, knowledge exchange, network building, and leadership development – position the organization as a thought leader, transforming ideas into actions that make a difference in our communities. CBRC was incorporated in 1999 and is a non-profit charitable organization. Our main office is in Vancouver, British Columbia, with satellite offices in Toronto and Montréal.

CBRC believes in work led by and for the community. As part of our commitment to employment equity, we encourage applications from Indigenous, Black and people of colour (IBPOC) individuals, Two-Spirit people, queer, trans and non-binary people, people living with HIV, people living with Hepatitis C, disabled people, 2SLGBTQIA+ women, and other people with fabulous and diverse identities and experiences. CBRC acknowledges that not everyone is able to publicly disclose these identities, and we do not expect that employees will disclose this in the course of their work. At CBRC, we recognize that some applicants have experienced barriers to traditional educational and employment opportunities. We consider various combinations of education, employment, volunteer, and lived experience and encourage applicants to highlight these experiences in their cover letter and resume.

Description

Reporting to the Senior Finance Manager, the Bookkeeper fills an important role at CBRC, supporting the entire team, their programs, and the important work they do with and for the sexually- and gender-diverse communities we serve. The successful applicant will work closely with the Operations team (administration, finance, and human resources) but will take a central role in the day-to-day bookkeeping of the organization. They will bring an understanding of non-profit financial operations (e.g., record-keeping, GST rebates/recovery/remittance, and funding structures), strong communication skills



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(including writing and/or editing documents and memos), an ability to prioritize tasks and manage tight and/or competing deadlines, and effective critical analysis and problem-solving skills.

While this position is considered permanent, please note that the continuity of all roles is contingent on sustainable funding.

Primary Job Responsibilities

The position is responsible for the following four (4) key functions, with approximate percentages of time spent on each (averaged over 1 month) as an estimate, but this may develop over time.

- **Full-cycle Accounts Payable (40%)**
 - Reviewing and preparing expenses (we currently use Dext)
 - Confirming accuracy of various expense information, including coding, descriptions, GST rebates, WCB premiums, and overall consistency
 - Submitting expenses for formal approval (we currently use ApprovalMax)
 - Performing a secondary review of expenses to confirm accuracy and adjust for WCB premiums (we currently use Xero accounting software)
 - Processing payments by EFT, direct deposit, and cheque (we currently use Plooto)
 - Supporting the senior leadership team with credit card expense submission
- **Bookkeeping and Accounting (30%)**
 - Monthly credit card expense processing and account reconciliations
 - Monthly bank account reconciliations
 - Preparing internal financial reports for management and assisting with reports for funders
 - Reclassifying expenses through journal entries and/or updating source transactions
 - Leading Accounts Receivable, including invoicing, recording payments, maintaining records, and following up on long-overdue AR
- **Financial Administration (15%)**
 - Overseeing, upholding, and contributing to financial processes, policies, internal controls, and providing information for grant applications
 - Maintaining financial records
 - Supporting annual audit process by providing documentation and information
 - Preparing and distributing annual T4As
 - Filing annual WCB reports for all relevant jurisdictions (currently: BC and SK)
 - Coordinating with financial institutions (e.g., changing signing authorities, requesting credit cards).
 - Liaising with Human Resources to support benefits administration (e.g., editing plan member information, adding/terminating plan members, updating salary information).
- **Payroll (15%)**
 - Supporting the maintenance of legislative compliance for nation-wide employment
 - Processing biweekly payroll
 - Processing records of employment (ROEs) and T4s
 - Liaising with Human Resources to ensure changes to payroll are accurately captured and reflected in payroll records (e.g., salary increases, terminations, and hires)
 - Maintaining vacation pay records, including generating reports on vacation pay owing
 - Drafting payroll and benefits journal entries

Other relevant duties as assigned/required

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Minimum Requirements

- 3+ years' experience in a similar position within the not-for-profit sector, including knowledge of GST rebates and funding structures
- 1+ year of experience leading the payroll function
- Background, education, or experience in bookkeeping, accounting, finance, or financial administration, with an understanding of fundamental accounting concepts including journal entries, debits and credits, account types, and reconciliations
- Genuine attention to detail and accuracy
- Technical and computer skills, specifically including:
 - Accounting software (we currently use Xero)
 - Microsoft Excel and its basic functions (intermediate-to-advanced skill level not required but is certainly an asset)
 - Google Workspace (Gmail, Sheets, Docs, Drive)

Other Competencies & Qualifications (assets)

- Experience with ADP Workforce Now (payroll) is a significant asset
- Experience in a national environment for payroll and tax purposes
- Awareness of 2SLGBTQIA+ community-based cultural and political values and sensitivities
- Autonomous worker with excellent time management skills and an ability to adapt and work within a team setting
- Ability to interact professionally and effectively with partners from varying sectors, including academic, government, and community agencies
- Experience working in a hybrid / remote environment
- Working capacity in French

Perks

- Generous vacation time, personal days, and other leave policies
- Extended health benefits, including medical, gender-affirming care, dental, vision, and long-term disability (LTD), life coverage, accidental death and dismemberment (AD&D)
- Employee and Family Assistance Program (EFAP)
- Inclusive workplace
- Remote and hybrid work arrangement
- Flexible working schedule
- Kind and supportive team

How to apply

Please email your application to Human Resources at jobs@cbrc.net and include the job you are applying for in the subject line. All applicants are required to provide a cover letter and a resume.

Accessibility

If this process presents barriers, please get in touch via email with the subject line [Access: Bookkeeper](#) or call us (604-568-7478) to leave a voicemail to discuss alternative formats for submitting an application.