

## Job Posting Senior Bookkeeper

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**Title:** Senior Bookkeeper

**Classification:** Non-union

**Type:** Full Time

**Location(s):** Ottawa

**Salary:** \$45,000- \$60,000/year

**Benefits:** Generous vacation, sick, appointment & personal time & full access to an inhouse gym. Group benefits and Pension Plan after probationary period

**Hours:** 35 hours per week with flexibility to adjust hours as per the operational demands

**Employer:** Causeway Work Centre

**How To Apply:** Please submit your cover letter and resume to [ngalambos@causewayworkcentre.org](mailto:ngalambos@causewayworkcentre.org)

**Closing Date:** Friday, July 5, 2024

### About Causeway

Causeway is a not-for-profit agency that empowers all people by helping those with mental illness and other challenges find meaningful work. We have a desire to see people treated with dignity and respect. We believe that there is no limit to anyone's potential. By leveraging their talents and abilities, we work to shift society's perspective regarding people whose value has not yet been recognized.

### About the Role

Reporting to the Director of Finance and Administration, the Senior Bookkeeper plays a vital role in the financial management of Causeway. This position is a member of the Administration Team reporting to the Director of Finance & Administration. The Senior Bookkeeper provides assistance and support to the Director of Finance & Administration, Executive Director and to programs and services in matters related to finance and administration as required. Primary areas of responsibility include: bookkeeping to trial balance, including accounts payable, account reconciliation, account analysis and other finance functions as required, ensuring accurate and timely financial reporting to support the organization's mission and goals. The Senior Bookkeeper will work with the Director of Finance & Administration to optimize financial performance and ensure compliance with relevant regulations and best practices.

### Duties & Responsibilities

#### Payroll

- Prepare Bi-weekly Payroll for employees and clients (collection of timesheets, and confirmation of hours worked). Submit payroll to payroll company for processing.
- Enter Bi-weekly payroll paperwork from payroll company into Quickbooks system.
- Coordinate and ensure payroll data reconciles with in-house payroll spreadsheets.
- Manage the payroll process in accordance with relevant regulations and company policies.

- Ensure payroll deductions and benefits are correct with payroll company, make necessary adjustments when necessary.
- Ensure timely and accurate distribution of employee paycheques or direct deposits.
- Keep up to date with changes in tax regulations and labour laws affecting payroll.
- Preparation and delivery of paystubs for all staff and members as required. (preparation of paychecks – not necessary with direct deposit)
- Coordinate employee benefits. Monitor staff pay adjustments, benefits (including pension), pay increases, banked time, and vacation time as needed.

## **Invoices**

- Prepare invoices as needed based on information provided by Operational Managers of Social Enterprises.
- Utilize external software to retrieve purchase orders to create invoices.
- Support Operational Managers as requested to ensure the timely payment of invoices.
- Work with the Krackers Katering Operational Manager to input invoices into relevant system.

## **Remittances**

- Monthly or quarterly submission of GST, WSIB, EHT, Receiver General, pension, benefits, union dues, etc.
- Prepare additional remittances as required, such as WSIB and EHT Reconciliations.

## **Receivables/Banking**

- Record journal entries for all deposits.
- Review all outstanding receivables and follow up with customers on a monthly basis. Involve Operational Managers, when necessary, with the collection of payment.
- Collect receivables for Work Centre and Social Enterprises.
- Banking as requested.

## **Payables**

- Record and pay all accounts payable bi-weekly or as needed
- Record and pay contractors bi-weekly.

## **Qualifications & Experience**

- You have College level Accounting or Business Diploma or equivalent education and experience.
- You have at least 3 years of full cycle booking experience working in a multi-client environment.
- Familiar with payroll using ADP Canada or Dayforce (formerly Ceridian Payroll).
- You are an expert and have working knowledge in Quickbooks Online, Word and Excel
- The use of technology does not frighten you. You thrive on it and love new technologies.
- You are a forward thinker.
- You look for innovative approaches to problem solving.
- You get things done, you are detail oriented.
- Ability to work independently, manage multiple priorities, and meet deadlines.



*Causeway is an inclusive workplace and encourages qualified candidates from diverse backgrounds and who have faced barriers to employment, including those who may need accommodation, to apply to join our staff team.*

*Please advise if you require accommodation throughout the recruitment process.*

