

**Coastal First Nations
Great Bear Initiative Society**

Position Description

Title	Senior Bookkeeper
Department	Finance
Reports To	Finance Coordinator (Controller)

Great Bear Initiative Society

The Great Bear Initiative Society (GBI) is a not-for-profit organization established in 2003 that is owned and operated by a unique alliance of BC First Nations called the Coastal First Nations (CFN). The society's purpose, function and responsibilities are set out in the Constitution and By-Laws of the society in accordance with the Societies Act of BC.

The GBI's core function is to preserve coastal lands and waters and to support a new conservation-based economy in these territories for members' communities.

For more information visit: <https://coastalfirstnations.ca>

Purpose of the Position

Reporting to the Finance Coordinator (Controller), the Senior Bookkeeper (SBK) is a position in the Finance and Administration department that performs day-to-day bookkeeping, payroll, financial reporting, and maintenance of files and source documents for GBI and the Great Bear Business Corporations (GBBC). The Senior Bookkeeper oversees the Accounts Payable & Payroll Administrator (APPA) position and works closely with office management services and with other departments that implement the GBI's projects.

This job function is performed by one person who must maintain a close relationship with the coordinators of all other job functions associated with finance – Project Management, Fundraising, Communications, Business Corporations and Finance and Administration - to ensure that the organization's goals and objectives are achieved.

The SBK has knowledge related to procedures and practices associated with financial operation. Work is performed under supervision and is reviewed to ensure conformance with established procedures and practices, accuracy and completeness. Advice, direction and on-going coaching and mentoring are provided by the Finance Coordinator (Controller).

Duties and Tasks of the Job Function

The Senior Bookkeeper position is responsible for seven (7) key functions.

Financial transactions

- Review the financial transactions entered by the APPA for accuracy and completeness
- Train and Supervise the APPA position
- Process key funder bill payments transactions; prepare cheques and/or pre-authorized debits or TelPay package for signature/approval (of access-restricted bank account)
- Record investment revenues and expenses; monitor investments and adjust as necessary based on Finance Coordinator's (Controller) direction
- Complete final reconciliation of all bank statements to accounting records monthly; manage all backup source documents
- Review payroll coding and payroll entries made by the APPA
- Review the general ledger and registers for accuracy and completeness
- Conduct self-reviews
- Prepare GST and PST returns:
 - Review GST report for consistency
 - Prepare draft GST return
 - Send GST information to auditors (ledger report)
 - Scan and send invoices to auditor
 - Ensure auditor prepares GST return and forwards to CRA for approval

Payroll and benefits

- Review payroll semi-monthly
- Monitor staff pay adjustments, benefits (including pension), pay increases, banked time, and vacation time as needed
- Liaise with contracted payroll company and Service Canada as needed
- Review staff tax documents (e.g. T4s); prepare reconciliation report at year-end to balance accounting software with Payworks and CRA PD7A.
- Prepare WorkSafe BC Annual Return and Subcontractors Report

Financial reports and working papers

- Prepare reports, including:
 - Financials:
 - o Statement of Financial Position
 - o Statement of Operations (monthly)
 - Budget v Actual reports by program/funder (monthly and quarterly)
 - Project reports for Project Managers (monthly) including detailed general ledger for coding review by Finance Coordinator (Controller) and Project Managers
 - Review Accounts Receivable Aging Detail and Accounts Payable Aging Detail reports monthly
 - GST consistency report in preparation for filing
 - Other reports as needed to ensure consistency of data

- Prepare Funder reports (in consultation with Financial Coordinator [Controller])
- Present reports as necessary for review by Finance Coordinator (Controller)

Files and documents

- Follow and update the Financial Processes and Procedures manual
- Discuss ideas and recommendations with Finance Coordinator (Controller) for streamlining and continuous improvement of bookkeeping processes and procedures

GBI contracts

- Manage all contracts from funding organizations
- Review the Projects and Contractor Register for accuracy:
 - Contractor name
 - Duration of contract
 - Description of services
 - Deliverables
 - Total value
 - Hourly/daily rates
 - Etc.
- Review the register for accuracy and completeness, especially during third and fourth financial year quarters
- Ensure compliance with funder budgets and restrictions
- Report to Finance Coordinator (Controller) on any concerns as required
- Prepare and file contractor tax documents (e.g. T4As)

Audit preparation

- Prepare documents for year-end audits for GBI and GBBCs
- Prepare year end working papers for balance sheet accounts (for Controller's review)
- Prepare draft financial statements
- Gather documents in response to auditor's field request listings; provide samples as requested by auditor
- Liaise with Finance Coordinator (Controller) to provide explanations to auditor questions
- Review audited financial statements with Finance Coordinator (Controller)
- Enter adjusting journal entries provided by auditor
- Attend meetings with auditor as required

Annual Budget

- Receive projections from management in preparation for Finance Coordinator (Controller) review
- Provide details from prior years as starting point for budgeting process
- Assist with preparation of annual global budget (February)
- Prepare the annual operations budget
- Identify variances (compare results to projections) by preparing Budget v Actual reports from accounting software
- Enter the approved GBI budget into accounting software

Relationship with internal parties

- Oversee and train the APPA position, providing support & direction where needed.
- Establish and maintain positive relationships with internal parties:
 - Meet with Finance Coordinator (Controller):
 - Raise any issues, challenges, or opportunities for improvements
 - Assist with additional assignments or tasks as required
 - Follow-up on action items by completing tasks and documenting results
- Determine efficient and effective means of communication
- Establish a schedule of contact with all internal stakeholders
- Exchange information, reports etc. as needed

Participation in staff team meetings

- Review project reports, identify progress and challenges and submit for discussion; preparing background information where necessary
- Participate in scheduled meetings:
 - Celebrate successes and troubleshoot challenges
 - Follow-up on action items; completing tasks and documenting results
 - Volunteer to chair a meeting if selected

Knowledge and Skills

- The Senior Bookkeeper must have knowledge of:
 - Principles of financial accounting
 - How to manage financial operations
 - Indigenous culture/specific Coastal First Nations member community cultures
 - How a not-for-profit society operates
- The Senior Bookkeeper must have skill in:
 - Technology Accounting software (SAGE 50) or QuickBooks
 - Internet usage
 - Network navigation
 - Electronic filing system
 - Conversion of documents into PDF
 - PDF Form Creation
 - Excel- pivot tables
 - Interpersonal relations including:
 - Communication: verbal (including presentation) and non-verbal, active listening
 - Collaboration
 - Problem solving, troubleshooting, problem/issue identification, analysis
 - Decision making
- The Senior Bookkeeper must be:
 - Detail oriented
 - Patient
 - Comfortable working with Microsoft tools at an intermediate level; but must have strong skill using Excel

- An experienced user of SAGE 50 and or QuickBooks Desktop accounting software
- And have excellent written communication skills

Education and Experience

Education

- Completion of Grade 12 (High School Diploma).
- CPA or:
- Post-secondary bookkeeping certification; minimum 10 years' hands-on full-cycle bookkeeping experience (non-profit or construction industry an asset)

Experience

- Ten years' experience in project and/or financial management
- Ten years' experience working in a not-for-profit organization
- Previous experience working in cross-cultural environment would be an asset.

Special Requirements

Criminal Record check

Revision

History	
Date	Comments
Version	
Prepared by	
Authorization	
Name	Confirmation I confirm that:
Signature	<ul style="list-style-type: none"> • The accountability/deliverables were assigned to this position effective: January 2020 • The information in this position description reflects the actual work performed • A copy has/or will be provided to the incumbents(s).
Date	