



## JOB OPPORTUNITY

<b>POSITION:</b>	<b>BOOKKEEPER</b>		
<b>POSTING STATUS:</b>	<b>Part-Time Contract</b>		
<b>HOURS:</b>	<b>Minimum of 20 hours per week</b>	<b>RATE OF PAY:</b>	<b>\$18.00 per hour</b>
<b>JOB SUMMARY:</b> Reporting to the Executive Director, the Bookkeeper position will be responsible for maintaining the Learning Disabilities Association of Windsor-Essex County's (LDAWE) financial records, accounts payable, accounts receivable, and payroll.			
<b>DUTIES:</b> <ul style="list-style-type: none"><li>• Record LDAWE's financial transactions and complete posting process;</li><li>• Prepare payroll bi-weekly;</li><li>• Process accounts payable/accounts receivable;</li><li>• Prepare monthly bank reconciliations;</li><li>• File HST rebates and prepare charitable returns annually;</li><li>• Prepare bank deposits;</li><li>• Prepare monthly reports for Executive Director;</li><li>• Prepare books for annual financial statements and work with external auditors;</li><li>• Prepare Invoices;</li><li>• Perform any other financial tasks as assigned;</li><li>• Perform clerical functions in relation to bookkeeping duties;</li></ul>			
<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"><li>• Post-secondary diploma/degree/certificate in Accounting or related field (or equivalent education and experience);</li><li>• High degree of accuracy and attention to detail;</li><li>• Proven bookkeeping experience;</li><li>• Solid understanding of basic bookkeeping and accounts payable/receivable;</li><li>• Ability to calculate, post and manage accounting figures and prepare monthly statements;</li><li>• Experience with spreadsheets; accounting software (preference is SAGE 50) and MS Office.</li></ul>			
<b>HOW TO APPLY:</b> <ul style="list-style-type: none"><li>• Apply in writing <b>no later than 4:00 pm, Thursday, November 23, 2017</b> with a cover letter and resume to: Mary Ann Fuduric, Executive Director at <a href="mailto:info@ldawe.ca">info@ldawe.ca</a></li></ul>			

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

LDAWE is committed to providing appropriate accommodations in all parts of the hiring process to aid people with disabilities, upon prior disclosure or request.