



Job Title: Bookkeeper (Part-Time)

Location: Nelson, BC

Organization: West Kootenay Women's Association

Position Type: Part-Time (15-20 hours/week)

Date: September 10, 2024

About Us:

The West Kootenay Women's Association (WKWA) is a non-profit organization committed to empowering women and promoting gender equality in the West Kootenay region. We provide vital services, advocacy, and programs to support women in our community and work towards social justice and lasting, positive change.

Position Overview:

We are seeking a detail-oriented and experienced Bookkeeper to join our team. The ideal candidate will have a passion for supporting non-profit work and a strong background in bookkeeping, particularly in the non-profit sector. This role involves managing day-to-day financial transactions, ensuring accuracy in financial reporting, and assisting with budget planning to ensure our organization continues to operate effectively.

Responsibilities:

- Maintain and update financial records, including ledgers, receipts, and invoices.
- Process accounts payable and receivable.
- Prepare financial statements and reports for management and the board of directors.
- Reconcile bank statements and monitor cash flow.
- Assist with budget preparation and financial forecasting.
- Ensure compliance with non-profit accounting standards and regulations.
- Manage payroll and staff benefits.
- Initiating E-transfers
- Provide monthly Financial statement to the Executive Director and Treasurer
- Regular tax filings
- Year end preparation for accountant
- General Bookkeeping
- Liaise with external accountants during audits and tax preparation.
- Assist with grant financial reporting and tracking of restricted funds.
- Maintain confidentiality and handle sensitive financial information securely.

Qualifications:

- Proven experience as a bookkeeper, preferably within a non-profit organization.
- Proficiency in QuickBooks and Google Drive
- Strong understanding of non-profit financial management, including handling restricted and unrestricted funds.
- Knowledge of tax regulations, particularly those affecting non-profit organizations.

- Attention to detail and excellent organizational skills.
- Ability to work independently and as part of a team.
- Strong communication skills and the ability to explain financial information to non-financial staff and stakeholders.
- Relevant certification or degree in accounting, finance, or related field is preferred.

Benefits:

- Flexible work hours.
- Opportunity to contribute to a meaningful cause.
- Supportive, inclusive, and collaborative work environment.
- Competitive salary (commensurate with experience).

How to Apply:

Please submit your resume and cover letter detailing your experience and passion for non-profit work to malia@nelsonwomenscentre.com. In your cover letter, please explain why you are the ideal candidate for this position and how your skills align with our mission.

The West Kootenay Women's Association is an equal opportunity employer. We encourage applications from individuals of all backgrounds, including those from traditionally underrepresented groups. We will prioritise women and gender diverse candidates.