



TITLE:  
**BOOKKEEPER**

FULL TIME

Date Posted: APR, 2023

**APPLY NOW**

**LOCATION:** Hamilton, Ottawa, or Remote

## WHO WE ARE

Cardus is a non-partisan think tank dedicated to clarifying and strengthening, through research and dialogue, the ways in which society's institutions can work together for the common good. We draw on 2,000 years of Christian social thought and are primarily active in six areas: Education, Faith Communities, Family, Health, Social Cities, and Work and Economics.

Please visit [cardus.ca/who-we-are](https://cardus.ca/who-we-are) to learn more.

## GENERAL JOB DESCRIPTION

The Bookkeeper will be responsible for the performance of a variety of duties from backroom calculations to front-desk customer service. Responsibilities will include bank deposits, entering payables including coding, totaling, batching and verifying. This position is also responsible for reconciling transactions, bank statements, credit card statements and expense reports. Other duties will include the performance of activities such as donor follow up, CRM (Salesforce) entries, receiving donation mail, maintaining filing and record systems, email follow up and extensive work with Excel on costing and expense models.

## CORE COMPETENCIES

Must be very detail oriented with a view to accuracy

Fast learner, willing to ask questions

Proficient in MS Excel and Word

Good verbal and written communication

Above average numeracy and business writing

Ability to work effectively and independently

Good organizational, time management, and prioritizing skills

Accountable and dependable

Knowledge of QuickBooks software an asset

Knowledge of Salesforce (CRM) software an asset

Knowledge of Vena (financial consolidation) software an asset

## DETAILED JOB EMPHASIS

### • Expenses:

- Prepare expenses and post to QuickBooks
- Collect, follow-up and maintain receipts for corporate Visa statements
- Code expenses in Excel
- Prepare executive expense reports
- Check submitted expense reports for accuracy and correct as required
- Post invoices, including expense reports and Visa statements in QuickBooks ensuring accurate coding

### • Revenue:

- Prepare revenue and post to QuickBooks and Salesforce
- Photocopy input transactions
- Balance and reconcile deposits
- Process mail-in credit card payments
- Receive incoming donor calls and emails, providing exceptional customer service
- Prepare Invoices when required

### • Record-keeping:

- Manage and maintain donor details in Salesforce
- Monthly reconciliation of revenue posted to QuickBooks and Salesforce
- Update and reconcile program budgets on regular intervals
- Calculate foreign exchange on a monthly basis for both revenue and expenses
- File documentation

• **Other duties including but not limited to:**

- Follow up on declined credit card donations, monthly donations, payments, donor issues as needed
- Produce and deliver donation tax receipts in Canada and the USA, both annual and one-time
- Assist in the preparation of financial reports and statements
- Maintain and update Vena report structures for executive team

## **WORK CONDITIONS**

- Manual dexterity required to use desktop and/or laptop computer and peripherals
- Open office environment
- Climb and descend stairs
- Able to lift up to 20 pounds (i.e. file boxes)
- Training will be provided as required

## **HOW TO APPLY**

Please prepare a cover letter that specifically describes how you meet each of the qualifications that we are seeking. Your complete application will consist of your cover letter and a resume/CV combined into one file and [uploaded here](#).

We will consider only applications that are submitted in one file. We will review applications as they are received, and the position will remain posted until filled. We look forward to hearing from you!

**APPLY NOW**