



JOB POSTING
Bookkeeper
The Couchiching Conservancy

Position: Contract, estimated 15-20 hours (under review with potential to expand role)
Reports to: Executive Director
Location: Orillia, Ontario
Fee: Negotiable
Deadline for Submissions: June 11, 2021
Start Date: July 5, 2021

The Couchiching Conservancy is a non-profit charitable land trust that has helped protect thousands of acres with its partners in the Lake Couchiching region. The Conservancy's mandate is to protect the special natural features of the Couchiching region for present and future generations, and we achieve this goal through acquisition and protection of land and stewardship projects on both public and private land.

The Conservancy is looking for a bookkeeper to ensure the financial aspects of our organization run smoothly. That includes processing donations, paying invoices, updating QuickBooks, database maintenance, and more.

The ideal candidate is detailed oriented, able to work remotely and has strong organizational skills. Experience with QuickBooks and payroll is a must. Experience working with a charitable non-profit is an asset, as well as experience with donor databases, Constant Contact and other charitable giving platforms.

Key Responsibilities:

1. Payroll
 - a. Maintain employee QuickBooks files
 - b. Process payments in QuickBooks
 - c. Pay employees using web banking
2. Accurate detailing and processing of donations and income from all sources, including the use of Square.
3. Input of income and expenses into database and QuickBooks.
4. Bank deposits.

5. Preparing, copying and filing donation receipts.
6. Bill payments via cheque, visa, online, including Source Remittances, WSIB and other government remittances, coordinating sign-off of ED.
7. Invoicing for services. Entering invoices into QuickBooks and filing for auditing purposes.
8. Monthly bank reconciliation.
9. Understand and administer the health benefit plan and pension plan.
10. Communication/coordination with other staff members as required.
11. Assistance and reporting to Executive Director as required.

Required skills:

- At least five years of experience as a bookkeeper;
- Experience with payroll;
- Expert knowledge of QuickBooks;
- Experience with database management;
- Experience working with a charity;
- Proficiency in Microsoft Office.

Working Conditions:

- Combination of working from home and working in the office;
- Should be based in the Orillia region;
- Flexible work hours to attend some events such as the Annual General Meeting.

The applicant should have a valid Ontario driver's license and access to a vehicle.

Please submit your resume and cover letter to mbisset@couchconservancy.ca by June 11, 2021.

The territory we live and work on is Anishnaabeg, Haudenosaunee, Wendat and Metis Peoples.
This territory is covered by the Upper Canada Treaties.

Learn more about The Couchiching Conservancy

Website: www.couchichingconserv.ca
Instagram & Twitter: [@couchconserv](https://www.instagram.com/couchconserv)
Facebook: [@couchichingconservancy](https://www.facebook.com/couchichingconservancy)

Protecting nature for future generations