



JOB DESCRIPTION

JOB TITLE:	Riverwood House Bookkeeper
EMPLOYMENT TYPE:	Part Time, Indefinite
HOURS PER WEEK:	10-15
REPORTS TO:	Controller

JOB OVERVIEW:

The Bookkeeper will be responsible for the day-to-day functions of the Riverwood House financial books, including all accounts receivable and accounts payable functions. Accounts receivable tasks will include tracking and receiving rent for Riverwood House participants and other tenants. Accounts payable tasks will include internal and external payment requests, credit card transactions and staff expense claims. The position will also include recurring journal entries and handling banking tasks such as making deposits, bank and credit card reconciliations, as well as the administration of the portable Canada Manitoba Housing Benefit. These tasks are completed under the direction and supervision of the Controller.

TIME REQUIREMENTS:

Work is required to be completed based on a monthly planned finance schedule. Work will be completed during daytime hours and a routine schedule will be structured. Work will take place primarily in the finance office at the Firehall with certain hours on-site at Riverwood House to support staff.

RESPONSIBILITIES:

- Accounts Receivable
 - Processing of receiptable (i.e. donations) and non-receiptable income.
 - Tracking participant rent for Riverwood House's 40 suites.
- Accounts Payable
 - Processing of invoices, credit card transactions, staff and volunteer expenses, cheques and petty cash.
- Additional Responsibilities
 - Adhere to procedure and standards outlined in Bookkeeper Handbook.
 - Manage communication with donors regarding personal information, payment processing, and general inquiries concerning the bookkeeping process.
 - Completion of monthly bank and credit card reconciliations.
 - Administration of the CMHB portable benefit.

QUALIFICATIONS:

- Experience with QuickBooks or other accounting software and a good understanding of accounting principles and practices.

- Strong computer literacy skills (including Word, Excel, email etc.), preferably in a Mac environment. Able to quickly adapt to new software applications.
 - Strong communication, interpersonal, and organizational skills.
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OTHER:

Riverwood House is a program of Riverwood Church Community. As such, employees should be supportive of Riverwood's Statement of Faith, Mission, Vision, and Values.

TO APPLY: Resume and cover letter may be sent via email to humanresources@riverwood.cc

CLOSING DATE: When position filled.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.