



Dorie's House Bookkeeping/Administrative Assistant

Bookkeeping Duties:

- Enter financial data, maintain records and create reports and financial statements
- Process accounts receivable/payable
- Preparation of tax forms if applicable
- Manage, prepare and issue donation receipts on a monthly basis
- Payroll and Benefits Administration
- Prepare monthly financial reports in partnership with the Executive Director for reporting to the Board of Directors

Administrative Duties:

- Carries out administrative duties such as filing, typing, copying, binding, scanning, shredding, etc.
- Supports team by performing tasks related to training and SHA paperwork requirements: ensuring each staff member is up-to-date on required training, notifying ED and staff when they are up for renewal, and organizing new training
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material
- Set up and maintain manual and computerized information filing systems
- May compile data, statistics and other information to support research activities

Skills and Qualifications:

- Solid understanding of basic bookkeeping and accounts payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Payroll and Benefits Administration would be considered an asset
- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Excellent Organizational Skills
- Excellent Communication Skills
- Professionalism
- Problem Solving
- Supply Management

Education and Experience Requirements:

- High school diploma or equivalent education required
- Proven bookkeeping experience with knowledge of accounting software
- Administrative assistant experience
- Knowledge of Google apps, Microsoft Office including Word, Excel, Outlook, PowerPoint and Adobe Acrobat