



CSDA/CCAD BOOKKEEPER (PART TIME CONTRACT)

Canadian Society of Decorative Arts /Cercle canadien des arts décoratifs is a non-profit charitable arts organization, incorporated in 1981. The CSDA/CCAD defines the decorative arts as creative works, often of a practical or useful nature, produced by an artist, craftsman or amateur, which have intrinsic aesthetic and/or historical value. These arts include interior design, furniture and furnishings, ceramics, glass, metalwork, graphics, textiles, theatre arts, together with aspects of architecture, industrial and landscape design.

For more information about CSDA/CCAD, please visit: <http://www.csda-ccad.org>

WORK

The Bookkeeper role is primarily to manage and provide support for accounting functions: preparing accounts; documenting monthly financial transactions; ensuring compliance with applicable standards; providing reports to be reviewed by the Treasurer; and advising the Treasurer of any changes in accounting practices. Detailed responsibilities are provided below.

REPORTING TO

The Bookkeeper will produce financial documents for the Treasurer and report to the President of the Board of Directors.

RESPONSIBILITIES

- Manage all General Ledger entries
- Provide final filing material for the HST rebate tax (twice a year) to the Treasurer for their review, signature and mailing
- Provide financial reporting on the annual T3010 charity filing documentation
- Deliver the month-end Income Statement and Balance Sheet reports to the Treasurer
- Reconciliation between the Bank (Toronto Dominion) and QuickBooks accounts monthly
- Manage the PayPal and Square accounting applications and backups related to these apps
- Review the deposits made by the administrator through the Toronto Dominion mobile app and in-branch deposits
- Provide financial inputs for granting reports (currently: Canada Council for the Arts).
- Payment Reconciliation with Eventbrite events application
- Oversee the charity tax receipting process
- Additional accounting processes as required by the Treasurer

CANDIDATE PROFILE

Working from a home office, the ideal candidate will be highly organized, detailed-oriented, and self motivated and will have:

- At least 2 years Bookkeeping experience
- Experience in non-profit accounting is desirable
- Ability to take initiative and work independently and effectively with minimal supervision.
- Knowledge of or willingness to learn Wild Apricot web database platform and Eventbrite.
- Knowledge of working with PayPal and Square applications for processing most payments.
- Experience working with the *QuickBooks Online* entries and system

- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in English and in MS Office
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- BS degree or college degree in Finance, Accounting or Business Administration

Compensation: \$25 per hour to provide administrative duties to up to **10 hours per month** plus related expenses to be paid with proper receipts. We are willing to discuss additional hours if needed. This is a part-time contract position; details of work and time sheet required monthly with invoice.

Interested candidates should forward their letter of intent and résumé to julie@cda-ccad.org by **Friday, April 5, 2024**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.