

Title: Bookkeeper

Company: Habitus Consulting Collective Inc.

Location: Calgary/ Work from home

Job Type: Part-time 0.2 FTE (10 - 15 hours per week). This position is an hourly paid position.

Status: 1-year contract

Job description:

Habitus is on a mission to drive meaningful Social Change and Community Impact through research, evaluation, and innovation. From North America to Europe, we work with non-profit agencies, community organizations, governments, and private businesses to help tackle some of the most difficult social issues where there are no simple solutions. That is where we thrive.

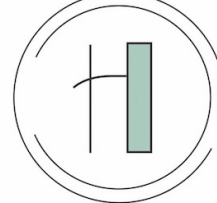
Habitus Collective is seeking an experienced Bookkeeper to support our organizational financial management. Responsibilities include invoicing, accounts management, expense management, project budget tracking, GST remittance, and liaising with our corporate tax accountant for annual filing.

We are looking for someone with exceptional organizational and communication skills to support us in managing multiple project budgets across multiple clients and in keeping up with weekly QuickBooks entries.

You will work closely with the CFO to set up or strengthen existing financial management systems, including leveraging our project and budget management software (BigTime).

You will have administrative support from the Administrative Coordinator and meet monthly with the leadership team to present up-to-date financial information.

As a small and growing organization, the Bookkeeper is an integral member of our team. This is a work-from-home position however at least two hours per week will be in-person therefore you must be based in Calgary and have access to transportation.



Responsibilities:

- Recording Financial Transactions: records all financial transactions of the business, including sales, purchases, expenses, payments, and receipts. This involves entering data into QuickBooks.
- Accounts Payable: Managing accounts payable involves keeping track of bills and invoices that the company owes to suppliers, vendors, or creditors and ensuring they are paid on time.
- Accounts Receivable: Managing accounts receivable involves tracking money owed to the company by clients and ensuring timely collection of payments.
- Bank Reconciliation: Regularly reconciling the company's bank statements with the financial records to ensure that all transactions are accurately recorded and accounted for.
- Payroll Processing: Calculating and processing employee salaries, wages, bonuses, taxes, and other deductions.
- Recording Depreciation and Amortization: Properly recording depreciation (for tangible assets) and amortization (for intangible assets) to reflect the gradual reduction in their value over time.
- Financial Reporting: Preparing financial statements such as income statements, balance sheets, and cash flow statements to provide an overview of the company's financial health to the CFO.
- Monitoring and Budgeting: Assisting in monitoring expenses, managing budgets, and providing financial data to aid in decision-making.
- Compliance and Taxes: Ensuring that the company adheres to financial regulations and compliance requirements. Assisting with tax preparation and providing necessary documentation to accountants or tax authorities.
- Data Accuracy and Integrity: Ensuring the accuracy and integrity of financial data by performing regular audits and error checks.
- Communication: Collaborating with other members of the finance team, management, or external auditors to provide financial information and support.

Required skills & competencies:

- Associate degree or higher in accounting, finance or a related field
- QuickBooks
- Excel

- GST remittances
- Invoice and accounts management
- Exceptional organizational skills
- Attention to detail.
- Strong written communication skills/client communications

Other

- Experience with BigTime is an asset but not necessary.

Habitus is part of the Alberta Living Wage Employer Program. This position offers 0.2 FTE (10-15 hrs negotiable) and offers more hours for someone willing and able to provide additional administrative and or HR support. There will be vacation pay, statutory holidays or select general holidays and wellness days. A work computer will be provided. Habitus is also flexible with hours as well as a hybrid model between remote and in-person work. Pay range will be \$30-\$35 per hour based on experience.

- ◆ We are offering more hours for someone willing and able to provide additional administrative and or HR support.

How to Apply:

Interested candidates must submit their resume, cover letter, and any relevant supporting documents to info@habituscollective.ca. Please mention the position you are applying to in the subject line.

Note: Only shortlisted candidates will be contacted for an interview.

Habitus is an equal-opportunity employer. We value diversity and strongly encourage Indigenous, Black, and diverse Racialized people to apply. We are open to candidates with international experience.