



## Job Description

<b>POSITION:</b>	BOOKKEEPER	<b>PROGRAM:</b>	FINANCIAL SUPPORT SERVICES
<b>REPORTS TO:</b>	FINANCIAL SUPPORT SERVICES MANAGER	<b>EFFECTIVE DATE:</b>	JANUARY 2015
<b>WAGE BAND:</b>	2	<b>REVISED DATE:</b>	APRIL 2016
<b>STEP RANGE:</b>	\$33,250 – \$42,089	<b>APPROVED BY:</b>	

### SUMMARY:

The Bookkeeper will provide bookkeeping services for NADF's clients by assisting clients to Set-up and maintain a complete sets of books, keep records of accounts and to verify the procedures used for recording financial transactions.

### ACCOUNTABILITY:

The Bookkeeper is supervised by and is directly accountable to the Financial Support Services Manager.

### DUTIES AND RESPONSIBILITIES:

1. Perform needs assessment of clients: Assess level and quality of current bookkeeping systems, identify gaps, with support and guidance from Manager.
2. Take an interactive approach with clients, must be hands on and plans to make onsite visits with clients.
3. Complete interviews, project charters, and service requests with the client outlining deliverables, assumptions, timelines and responsibilities, with support and guidance from Manager.
4. Teach and advise clients how to keep financial records and establish, maintain and balance various accounts using manual and/or computerized bookkeeping systems.
5. Teach clients how to post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements.
6. Teach clients how to calculate and prepare cheques for the business.
7. Teach clients how to complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents.
8. Provide general guidance on the preparation of tax returns and outline the benefits of completing tax returns.
9. Prepare other statistical, financial and accounting reports, as requested by Manager and/or Executive Director.
10. Teach clients how to calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and/or manual systems.
11. Teach clients on how to code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger and/or computer system.
12. Compile budget data and documents based on estimated revenues and expenses and previous budgets.
13. Respond to customer inquiries, maintain good customer relations and problem solve.
14. Develop manuals and tools that can be shared and offered to all NADF clients related to best practices.
15. Attend internal or external meetings as required.
16. Other duties as assigned and requested by Financial Support Services Manager or designate.



**STANDARDS OF PERFORMANCE:**

1. Works productively and professionally as a member of the NADF's team and maintains co-operative working relationships with all NADF staff and with partners, agencies and clients.
2. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
3. Demonstrates time management and the ability to prioritize workload efficiently and effectively.
4. Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
5. Adheres to NADF policies and procedures.
6. Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific and measurable.
7. Shows good judgment about when to take the initiative and when to obtain direction from their manager.
8. Works effectively and efficiently with a minimum of supervision
9. Knowledge of and commitment to the mandate and services provided by NADF.
10. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional Aboriginals.
11. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
12. Must be willing and able to travel by air and road to remote and rural northern communities.
13. Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the Employee Personnel Policy.

**QUALIFICATIONS:**

1. A post-secondary diploma or degree in Accounting, Bookkeeping or other courses certified by the Canadian Bookkeepers Association with 3-5 years basic Bookkeeping experience.
2. Strong financial analysis and business assessment skills.
3. Strong written and verbal communication skills.
4. Strong presentation skills.
5. Strong public relations skills
6. Strong problem identification and problem solving skills.
7. Strong knowledge and experience using word processing and spreadsheet programs an asset; experience with Microsoft Word and Excel programs is preferred.
8. Comprehensive understanding and/or contacts within economic sectors so as to have current knowledge of the challenges and opportunities facing entrepreneurs.
9. In-depth knowledge of the economic climate and business development priorities of the Aboriginals in NAN.
10. Experience working with Aboriginal, members and Aboriginal clients.