



## Job Description

Job Title	Role	Employment Status	Wage Band #	Salary Range
Bookkeeper	Employee	Full-time	3	\$44,842 - \$63,573
Reports to	Department	Hours of Work	Benefits	
Loans Manager	Loans	7 hours/day 35 hours/week	Savings Benefits (Retirement) Group Insurance Program	

### Job Overview

The Bookkeeper will provide bookkeeping services and education to NADF's clients.

### Job Duties and Responsibilities

- Perform a needs assessment of clients' bookkeeping needs. Will assess the level and quality of the current bookkeeping system, identify gaps, and develop a training plan that best meets the needs of the entrepreneur.
- Take an interactive approach with clients, plan onsite visits with clients, and use online/virtual technology available. Identify technology and/or software that the entrepreneur may require for optimal bookkeeping.
- Manage client expectations, perform interviews, project charters, and service requests with the client outlining deliverables, assumptions, timelines, and responsibilities.
- Instruct entrepreneur on how to establish and maintain financial records using manual and/or computerized bookkeeping system, including, but not limited to; chart of account creation, posting entries, transactions, reconciling accounts, preparation of trial balance of books, maintaining general ledgers, preparation of in-house financial statements, invoice preparation, inventory related duties, managing account payable and account payable.
- Prepare other statistical and financial reports, as requested by the Loans Manager.
- Respond to customer inquiries, maintain good customer relations, and problem-solving.
- Develop manuals and tools that can be shared and offered to all NADF clients related to best practices of maintaining a bookkeeping system.
- Attend internal or external meetings as required.

### Qualifications and Experience Required

#### Education

A post-secondary diploma or degree in Accounting, Bookkeeping, or related courses certified by the Canadian Bookkeepers Association is required.

#### Experience

A minimum of three to five (3-5) years of Bookkeeping experience.

### Knowledge and Skills Required

- Ability to work with confidential information and confidentially manage all duties.
- Strong financial analysis and business assessment skills.



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- Strong written and verbal communication skills.
- Strong presentation skills.
- Strong public relations skills
- Strong problem-identification and problem-solving skills.
- Comprehensive understanding and/or contacts within economic sectors to have current knowledge of the challenges and opportunities facing entrepreneurs.
- Proficient in Microsoft Office 365 and Adobe design software.
- Excellent working knowledge of online meeting platforms (i.e., MS Teams and Zoom)
- Exceptional time management and strong organizational skills and ability to prioritize workload to manage multiple tasks and competing priorities.
- In-depth knowledge of the economic climate and business development priorities of the Aboriginals in NAN territory.
- Willingness to learn new systems (i.e., FaaSBank)
- Possess a general understanding of the Aboriginal culture and the opportunities and challenges of northern Ontario's business and economic development environments.

### The Employee will be Responsible For

- Performing the duties and responsibilities of the position to the best of their ability.
- Acting in accordance with relevant legislation and company policies and procedures.
- Protect confidential and proprietary information of the company, its employees, and clients.
- Maintaining respectful, collaborative, working relationships with co-workers, clients, and stakeholders.
- Understanding and fostering the company's mission and vision statements.
- Understanding and fostering the company's values and ethical statements.
- Understanding and fostering the company's Vivid Vision.
- Maintaining a safe workplace to avoid putting themselves or others in danger.
- Presenting a positive and professional image of the company.

### Conditions of Employment

- Valid Class G driver's license.
- A reliable personal vehicle would be preferred.
- Ability to obtain required vehicle insurance.
- Ability to work a flexible schedule.
- Ability to travel as may be required.

### Note

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

### Signatures



**Job Description**

By signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

**Executive Director's Approval**

**Date**

**Employee Name (Print)**

**Employee Signature**

**Date**