

ADHD PEI Bookkeeper JOB DESCRIPTION

EMPLOYER INFORMATION

Name: ADHD PEI

Address: 314 Buell Rd, Mermaid, PE, C1B 0V2

Phone: 902-978-0351

E-Mail: contact@adhdpei.ca

POSITION DETAILS

Job Title: Bookkeeper,

Reports to: Admin Team Coordinator. Supervisory Check-in of Position: midterm. Final Review: end of the term.

Job Location: WFH

Start Date: January 15th, 2024

End Date: Dec 15th, 2024

of Hours: Estimate of 4 hours per month

JOB DESCRIPTION

Purpose of position: To track the revenue and expenses of the organization to ensure all proper financial controls are being followed, and followed up on

Objectives: By having established financial controls and budgets complete, the book keeper will review the financials each month and create financial statements for the board to review bi-monthly. Will also work with the financial team to file taxes and establish an auditing process.

RESPONSIBILITIES AND DUTIES

- Help to create a book-keeping and budgeting system that is effective and usable.
- Create financial statements for the board. Assist with the drafting of the annual review.

- Review the income and expenditures monthly to ensure everything is being done correctly.

QUALIFICATIONS / REQUIREMENTS

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| <ul style="list-style-type: none">• Good communication skills• Personable and professional• Experience with bookkeeping and financial review of non-profit organizations considered an asset | <ul style="list-style-type: none">• Dependable• Attention to detail and organization are key skills. |
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