

MAPLE RIDGE COMMUNITY FOUNDATION

PO Box 370, Maple Ridge, BC V2X 8K9 / Tel 604 466.3312



Building a better community, together.

SENIOR BOOKKEEPER for Registered Non-Profit Society

Who we are:

The Maple Ridge Community Foundation is a public foundation established by, and for, the people of Maple Ridge. We work to make giving easy by providing ways to connect donors with causes that matter in their community, and by facilitating individual, corporate and foundation philanthropy. Maple Ridge Community Foundation has been serving Maple Ridge for the past 47 years.

Location:

- Maple Ridge combination of remote and in-office duties.

Purpose of This Role:

Reporting to the Finance Committee and Treasurer, the Bookkeeper will apply technical bookkeeping knowledge for reconciling, balancing, and assisting in the preparation and reporting of financial information of the Society. This will be a contract part-time position. Must be available to work 20 hours per week, with flexibility.

Desired Qualifications, Experience, and Attributes

- Minimum of 3 years of bookkeeping experience
- Extensive knowledge and proficiency using Intuit QuickBooks Online
- Strong communication skills, both written and verbal
- Excellent organization and time management skills and strong attention to detail
- Ability to understand and reconcile Endowment funds
- Works efficiently within a team environment
- Possess a positive “can do” attitude
- Willingness to train/learn donor CRM software Community Suite for accounting purposes

Key Responsibilities:

- Perform full cycle bookkeeping for the Society
- Assists Treasurer with various financial reports
- Preparation of year-end working paper packages for the Society
- Ensures month-end accounting activities are completed such as various bank & trust account reconciliations, deposit account reconciliations and preparation of journal entries
- Handles confidential materials and documents
- Performs other duties as required – which may include compliance filings, special projects and year-ends

Compensation:

This position starts at \$35 an hour, and provides an exceptional opportunity for a career-minded bookkeeper to work in a friendly and flexible work environment.

If you possess the required skills and feel you would be a good fit with our team, we invite you to submit your resume and cover letter directly to Jacque at execassist@mrcf.ca.