



Bookkeeper, TEAD Therapeutic Riding Centre

Summary

TEAD Therapeutic Riding Centre is currently accepting applications for experienced Bookkeeper to support our organization. We are looking for detailed oriented individuals that have accounting, payroll and benefit administration experience. Interested applicants should email a cover letter and current resume to our Executive Director, Melissa Horvath at Melissa.Horvath@tead.on.ca

Description

Founded in 1978, TEAD is a registered charity that provides therapeutic horseback riding lessons and programming to children, youth and adults with physical, cognitive and emotional challenges. TEAD is located in Mount Hope, Ontario and includes an indoor riding arena, a large outdoor sand ring, an 18-stall barn, a summer-camp clubhouse, 8 tacking and grooming stalls, and 92 acres of rolling fields and trails.

TEAD is a fully accredited therapeutic riding, training and examination facility that operates under the safety and operational guidelines of CanTRA (Canadian Therapeutic Riding Association).

At TEAD we are dedicated to enhancing the quality of life for children and adults with any physical, cognitive and emotional challenges through a unique form of proven therapy with the use of horses. We strive to deliver our programs to our clients in a manner consistent with our values of commitment to safety, integrity, respect and collaboration with our team of dedicated staff and volunteers.

Opportunity Overview

Position: Bookkeeper

Position Type: up to 15 hours per week

Location & Time Commitment: 8360 Leeming Road East, R.R.#3 Mount Hope, ON L0R 1W0 & Remote

The Bookkeeper is responsible to the Executive Director of TEAD and the Treasurer from the Board of Director to oversee the business and accounting functions for TEAD. The Bookkeeper may work up to 15 hours a week with flexibility around start and end times. The Bookkeeper will be required to report to TEAD's office at least twice per month to support TEAD's accounts payable processes, and other tasks as required.

Major Responsibilities:

In accordance with the approved TEAD's policies and objectives complete Accounts Receivable, Accounts Payable, Payroll, Benefits, Bank Reconciliation, Financial Reporting, Budget and Audit assistance tasks at various frequencies to support TEAD and the Board of Directors.

1) General

- Complete tasks in accordance with approved TEAD policies and procedures
- Act in accordance with the Ontario Health and Safety Act and Regulations
- Ensure all bookkeeping is reconciled monthly
- Ensure effective liaison with the financial committee of the Board and Auditor
- Responsible for all the files and records regarding the financial and banking accounts

2) Accounts Receivable

- Oversee the deposit cycle and the Accounts Receivables, including assisting with data entry and receipting of donations, grants and subsidies
- Receive payments, record in QBO and issue payment receipts
- Collection of delinquent accounts
- Prepare tax receipts and file with backup
- Oversee the Accounts Payable and cheque writing

3) Accounts Payable

- Ensure that accounts are up to date and payables are coded accurately in QBO
- Responsible for overseeing petty cash accounts
- Prepare cheques, etransfer and visa payments
- Calculate and file HST submissions

4) Payroll/Benefits

- Payroll entry into Ceridian, QBO
- Calculation, completion and filing of payroll and payroll/benefit deductions and remittances in QBO
- Complete benefit enrollments and verify and enter monthly charges
- Ensure confidentiality of all records
- Communicate with the payroll management company to ensure accurate deposits

5) Bank Reconciliations

- Responsible for accurate and timely bank/Visa reconciliation
- Verification of credit payments and resolution of discrepancies

6) Grants

- Input accurate coding for grants for invoices/receivables
- Review grant financial activity and complete entries
- Assist with financial data for grant applications

7) Financial Reporting

- Provide support and financial information to the Executive Director and treasurer on an as needed basis
- Provide monthly financial reports to the Executive Director and Treasurer
- Conduct business analysis and provide opinions
- Prepare cash flow projections monthly
- Set up accounts, grant recordings, customers and vendors in QBO
- Assist with the year end Audited Financial Statements
- Budget entry into QBO

8) Audit

- Assist with audit preparations
- Review audit materials with Board of Directors, Treasurer and Executive Director

Posting Closing Date: November 10, 2023

As our bookkeeper, you will make an important contribution to the financial health of the organization and allow us to continue to provide programs to support the well-being of children, youth, and adults in our community and our team.

This position requires completion of reference checks, including a Police Check with Vulnerable Sector Screening.

Skills and Experience

- Diploma in Accounting, Bookkeeping or similar education or experience
- O365 Suite, with a strong proficiency in Microsoft Excel
- Strong proficiency in Quickbooks Online (QBO)
- Excellent Written and verbal communication skills
- Demonstrated budgeting and planning skills
- Strong understanding of general bookkeeping principles and practices
- Excellent problem-solving skills
- Attention to detail and accuracy in data entry and financial record-keeping
- Experience with financial reporting and budgeting processes
- Ability to work both independently and as part of a team
- Experience with a non-profit and/or small organization

- Ability to make ethical decisions and maintain confidentiality.
- Physical demands include ability to stand/sit, utilize a computer for long periods of time
- Valid Vulnerable Persons' Criminal Reference Check is a requirement of employment with TEAD

Compensation:

TEAD offers a competitive salary commensurate with experience and other qualifications

How to Apply:

Please send your CV and cover letter to Melissa.Horvath@tead.on.ca outlining your interest in becoming a Bookkeeper with TEAD. Accommodations are available on request for candidates taking part in all aspects of the selection process.

LEARN MORE

Website: <https://tead.on.ca>

Facebook <https://www.facebook.com/TEADStables/>

Twitter <https://twitter.com/TEADStables>

Instagram <https://www.instagram.com/teadstables/?hl=en>

LinkedIn <https://ca.linkedin.com/company/tead-equestrian-association-for-the-disabled>