



Looking to Make a Difference?

## **NIMKEE NUPIGAWAGAN HEALING CENTRE**

**Bookkeeper (part time)**

**LOCATION: Muncey, Ontario**

*Nimkee NupiGawagan Healing Centre (NNHC) is a leading holistically based residential treatment centre in addictions, solvent use and abuse for all youth from Indigenous communities nationally. The seven Grandfather teachings form the cornerstone for our program: Respect, Love, Honesty, Bravery, Humility, Wisdom and Truth. The benefits for participants are empowerment, inner discipline and belief in self.*

### **JOB SUMMARY**

Under the direction of the Executive Director, the Bookkeeper is responsible for accurate, efficient administration of all financial activities and general administrative services for the organization. Duties include bookkeeping, accounts payable and accounts receivable, banking, records management, purchasing, budget and financial reporting and overall clerical support. As the Bookkeeper, you will need the ability to manage multiple priorities, meet deadlines as well as demonstrate excellent organizational, and effective interpersonal skills.

### **KEY RESPONSIBILITIES**

Maintain financial systems, accurate and current record of all financial activities of the Centre to required professional, accreditation standards and as required by NNHC policies and procedures.

- Administer NNHC Accounts Payable, paying all expenditures, ensuring proper documentation is in order and approved by authorized personnel; including entering, matching, processing credit card payments, statement reconciliation, following up on missing paperwork, bookkeeping and filing documents
- Administer NNHC Accounts Receivable including invoicing, cash receipts, scanning cheques, applying electronic funds transfers, preparing deposit slips, posting invoices; receiving, recording and depositing all funds owing to NNHC
- Maintain accurate and up to date banking records and reconciliation
- Verify and sign any financial documents as authorized on behalf of NNHC as required, including cheques and deposit records
- Support month-end, quarterly and year-end closing process; liaise with and assist the NNHC Accountant and Auditors as required
- Administer payroll, scheduling, timesheets, leave of absence processes and maintain accurate records
- Ensure timely and accurate statutory remittances, tax filing, benefits and pension payments
- Maintain personnel files for current and former employees, casual and contract employees
- Ensure accurate and timely NNHC annual budgeting, forecasting and related monthly financial analysis, updates and reports
- Report all financial status, filing and activities to stakeholders as required by the Centre
- Provide the Executive Director and Board of Directors regular financial reports
- Assist with policy development and input into grant submissions as requested

## **Career Opportunity – Bookkeeper**

Oversee and co-ordinate office administrative systems and procedures.

- Maintain NNHC records management system and all administrative records
- Ensure proper oversight and administration for service contracts including building security, external maintenance, Information Technology, phones, etc.
- Maintain courier service and Canada Post Office interaction as well as internal and external mail distribution
- Develop and maintain effective business working relationships with the public, stakeholders and other individuals concerned with the financial operation of the Centre;
- Review, evaluate and implement new administrative procedures
- Administrative duties including administrative and project support for the Executive Director
- Assemble data and prepare periodic and special reports, manuals and correspondence as requested, filing and data entry.
- Demonstrate a genuine expression of organizational values while fulfilling all duties and functions
- Demonstrate exceptional interpersonal skills and the ability to handle difficult situations in an objective consistent format, modelling positive behaviour for youth
- Participate in license reviews and accreditation processes
- Ensure compliance with all federal and provincial legislated standards of practice, accreditation requirements and organizational policies and procedures
- Participate in education program for employees and ensure skills and certifications are maintained.
- Adhere to Nimkee Policies and Procedures including Health & Safety policies
- Maintain confidentiality of NNHC operations, employees and participants
- Other duties that may be assigned by the Executive Director

### **Qualifications:**

Abstainer with at least three years continuous sobriety is a requirement by organizational policy

### **Education & Experience**

- Post-secondary Degree or Diploma in Business, Accounting or Finance
- 2 years of practical experience in Accounting with skills in data collection, analysis and reporting
- An understanding of relevant legislation; policies & procedures
- Policy development, grant application and records management experience
- Computer skills in Microsoft Office suite, ADP payroll, QuickBooks, HRIS software
- Superior planning, problem solving, project management and organizational skills
- Effective communication skills (both written and oral)
- Able to work independently and contribute as a team player

## Career Opportunity – Bookkeeper

- Positive attitude, able to demonstrate emotional intelligence and strong interpersonal skills
- Values driven, focused on quality and accuracy
- Fluency in First Nations language is an asset, Indigenous ancestry preferred
- Knowledge and awareness of cultural, and traditional teaching, universal to First Nations peoples preferred
- Ability to handle conflict and other difficult situations fairly, objectively, and consistently

### Other

- Successful Vulnerable Sector Security Check
- Must have a valid Ontario Driver's License, a clear driving transcript and reliable transportation

**All applications are confidential. Only those applicants applying with a detailed resume, cover letter and three written work references will be accepted. While your interest in Nimkee Nupigawagan is appreciated, only those applicants being given further consideration will be contacted.**

Interested applicants should apply by the closing date of **January 29, 2021, 4:00 pm** to:

[careers@nimkee.org](mailto:careers@nimkee.org)