



The Community Foundation of Nova Scotia (CFNS) is a charitable giving facilitator. We help donors make sustainable philanthropic impact on causes they care about at the grassroots level. We endow funds for donors, manage donation programs, and convene conversations that make a positive difference in our communities. We do this through three funding streams: donor-advised funds, impact funds that target specific priorities, and community funds created and managed by communities.

Our ultimate vision is to build vibrant communities of respect, belonging and possibility across Nova Scotia that have the resources to care for their own needs.

The Opportunity: Bookkeeper

We are seeking a bookkeeper to work closely with the CFO and a growing team of professionals.

Purpose of the Role

The bookkeeper will identify all of the organization's financial transactions and record them in a timely and accurate manner. By doing this successfully, the role will provide needed support to the CFO, who reports to the Audit & Finance Committee and the Board of Directors.

Key Responsibilities

- Cash
 - Bi-monthly bank reconciliations
 - Weekly deposits
 - Short-term cash flow monitoring
- Accounts Receivable
 - Receive and track donations
 - Tax - charitable receipts
 - Management of fund contracts (filing, data management, etc.)
 - Generate weekly QBO reports
- Prepays
 - Identify & reconcile
- Accounts Payable
 - Bi-weekly bill payments
- Payroll Processing
 - Maintain employee files
 - Process bi-weekly payroll
 - Timely reporting (ROE, T4, T4A)



- Scholarships
 - Assist where required, including payments and generating T4A's
- Operating Expenses
 - Manage and reconcile subscriptions, dues & fees, credit cards
- Audit and budget participation, as needed
- HST working papers, as needed
- Other data reporting, as required
- Accounting system management / maintenance

Qualifications, Experience and Attributes

- 5+ years' work experience
- Post-secondary education - accounting/bookkeeping courses (community college or university)
- Knowledge of basic bookkeeping and financial transactions; experience with project accounting will be considered an asset
- Strong attention to detail, accuracy, and organizational skills
- Initiative, self-motivation, and the ability to work well independently
- Excellent time-management skills and experience handling unexpected tasks and last-minute deadlines
- Strong written and oral communications
- Respectful of and responsive to others' questions, concerns, and ideas; a reflective listener
- Positive problem-solving attitude
- Thrives in a high-volume, fast-paced environment that often varies in type and intensity of workload
- Demonstrates commitment to continuing professional development
- A values-based working style; decisions and actions reflect the shared values of CFNS
- Experience using accounting software, with QuickBooks Online experience strongly preferred
- Solid working knowledge Microsoft Office and proficient with Excel
- Strong knowledge of HST and payroll
- Fund accounting and SharePoint experience will be considered assets
- High level of trust, integrity, and confidentiality
- A deep and abiding commitment to equity, diversity and inclusion in all its forms
- Non-profit experience is considered an asset

**Role Structure**

The position reports to both the CFO and CEO.

The position is set up for a part-time contractor at approximately 20 hours per week, with flexibility in scheduling. There is potential for the weekly hours to increase as the organization grows.

The role is based in our Halifax office.

Rate

Billed at \$40 per hour (with flexibility based on experience)

Start Date

Immediately

The Community Foundation of Nova Scotia is an equal opportunity employer and is committed to a culture that promotes diversity, equity, and inclusion. CFNS hires based on merit and is committed to employment equity. We encourage all qualified people to apply and self-identify. For more information, visit www.cfns.ca.

To apply, please send a cover letter and resume to recruiting@cfns.ca

Application deadline: April 30, 2024