

Punjabi Community Health Services

<p><b>Job Title:</b> Bookkeeper</p>	<p><b>Date Posted:</b> June 28, 2024</p>	<p><b>Reports to:</b> Director of Finance</p>
<p><b>Job Posting #BK-014/2024-25</b></p>	<p>July 12, 2024</p>	<p><b>Position Type:</b> Full-Time</p>

**About Organization:**

Punjabi Community Health Services (PCHS) is a pioneer community-based, not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 33 years by providing services in addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada. PCHS is a 2SLGBTQ-sensitive organization.

**Why Work at PCHS:**

- 3 weeks’ paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service (pro-rated)
- 6 days’ paid Personal Time on pro-rated basis
- Comprehensive Benefits package (including coverage towards fitness memberships and winter tires)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid work model (conditional on nature of services and funding agreements)

**About Position:**

The bookkeeper will work closely with the Finance Coordinator and Director of Finance. This position will be responsible for maintaining all record-keeping, bookkeeping and other related duties as assigned. This position will be required to plan, organize and monitor daily operations.

**Qualifications, Experience and Skills:**

- Diploma or Bachelor’s degree in Accounting and/or Finance
- Preferred 3 years of related experience
- Experience in the not-for-profit charity is preferred
- Required proficiency in QuickBooks and Microsoft Office
- Ability to work under tight time constraints and meet specified deadlines
- Detail oriented and well organized
- Self-starter, ability to plan and organize to meet internal and external deadlines
- Superior time management skills, multitasking and ability to prioritize tasks with minimal supervision
- Ability and willingness to work flexible hours in a fast-paced environment
- Knowledge of the following will be an asset:
  - Microsoft Great Planes Dynamic
  - ADP Workforce Now
  - Familiarity with Cloud technology and SharePoint

**Punjabi Community Health Services**

**Requirements:**

- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Valid driver's license, access to a vehicle with valid insurance
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged

**Key Responsibilities:** *(but not limited to)*

Books and records:

- Perform required bookkeeping in QuickBooks
- Post all necessary journal entries
- Ensure that all balance sheet accounts are properly analyzed and reconciled
- Records maintenance including audit trail
- Other job responsibilities as needed

Budgets:

- Monitor actual results compared to budget and funding source regulations to effectively measure organizational performance
- Report variance analyses to management

Reporting:

- Provide support for both internal and external reporting

Others:

- Perform specific tasks as requested by the management
- Make deposit runs to the bank
- Handle petty cash
- Provide support to Director of Finance for internal and external audits
- All other duties as assigned

**Hours:** Full-time, 37.5 hours per week  
(Some evenings and weekends work is required)

**Salary Range:** \$42,500 - \$46,000 annual

**Position to commence:** July 2024

**Please submit your resume by July 12, 2024, to the Hiring Committee at [hr@pchs4u.com](mailto:hr@pchs4u.com)**

Please add **Job Posting #BK-014/2024-25** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.

*PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [hr@pchs4u.com](mailto:hr@pchs4u.com)*