



## **Financial Administrator**

We are looking for a contract bookkeeper to work in conjunction with our inhouse Financial Admin Assistant to assist our growing organization in the role of Financial Administrator. The Financial Administrator is an integral part of the team at Abbey Gardens. This individual will support the financial record keeping for our organization as a whole.

### **Primary Responsibilities:**

- Payroll - setting up, EFT biweekly payroll, issuing ROEs and T4s, annual report and reconciliation to CRA
- tracking all government claims (WSIB, HST, Source Deductions, CEWS etc.)
- financial reporting for all grants (Trillium, HCDC, Local Food Fund...)
- weekly cash position reporting
- monthly board statement preparation
- Annual budget and cashflow projections support
- support to the finance committee
- Support the annual audit by providing supporting documentation, posting samples and answering questions
- monthly reconciling of bank accounts
- managing the PayPal account
- managing the credit card
- ensuring regular back-ups of the books and maintenance of the financial records
- some administrative tasks as time allows
- oversees the work of the Financial Admin Assistant

### **Support to Operations Director:**

- budgeting – providing feedback, technical help in checking spreadsheets, etc. for our internal budget and for all grants and partnerships
- managing cash flow

### **Qualifications:**

- Expertise with QuickBooks Software
- CGA or equivalent designation or relevant practical experience

### **Time Commitment:**

Approximately 4-6 hours per week. Workload will fluctuate based on season (i.e. during our annual audits, budget time, etc.)

### **Compensation**

Fee is negotiable.