



Experienced Bookkeeper to join the Greater Fredericton Social Innovation team

About us

Greater Fredericton Social Innovation (GFSI) is a registered charity that works to strengthen our community by focusing collective efforts and resources on community-defined goals. GFSI was developed to fill the need for long-term social planning in the Fredericton region. GFSI leads and supports a number of programs and connects with concerned organizations, agencies and individuals working cooperatively and collaboratively to make Fredericton and its environs the best possible community in which to live, work, raise families and play.

We're urgently looking to hire a part-time Bookkeeper, with expertise at working with Quickbooks online, to join our organization in our Fredericton office. If you're excited to be part of our team, apply today!

Expectations and responsibilities:

- Perform payroll functions and submit payroll taxes
- Conduct reconciliation of all accounts on an as-needed basis
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
- Maintain accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations.
- Assist with various governmental projects and grants
- Monitor the monthly financial bank statements
- Prepare payroll data for the Executive Director
- Support the year-end financials with our accountants
- Complete other duties as assigned by the GFSI Board Treasurer



Qualifications:

- Relevant training or experience related to the above duties
- Minimum of 3 years experience with QuickBooks online.
- Excellent attention to detail
- High level of accuracy, very organized, able to multitask

Application deadline: **2022-01-21**

Expected start date: **ASAP**

Job Type: Part-time, Permanent

Part-time hours: Approximately 5 hours per week

Wage: Depends on qualifications

COVID-19 considerations: We follow all covid-19 precautions

To apply for this position, please send a cover letter outlining your experience with your resume to info@socialinnovationfredericton.com.

For more information about GFSI, please visit our website at www.socialinnovationfredericton.com