



Social Development Centre  
WATERLOO REGION

## **PART TIME/FULL TIME BOOKKEEPER POSITION**

### **What is the Social Development Centre (SDC)?**

The SDC was incorporated in 1967 as part of the Social Planning movement. Over the years we have incubated countless community projects, grassroots groups and sibling non-profits.

Today our primary pillars are Housing & Homelessness, Grassroots Infrastructure, and Lived Expertise. We run programming, research and advocacy such as:

- Eviction Prevention
- Lived Expertise Consultancy
- Civic Hub
- Festival of Neighbourhoods

Learn more about us here: <https://www.waterlooregion.org>

### **What is it like working at the SDC?**

The SDC is a flexible and adaptive organization responding to the emerging needs of grassroots groups and marginalized communities. We run on a distributed leadership model where staff share key decision making responsibilities.

Many of our programs are staffed by peer workers, lived experts or community advocates so we have prioritized a workspace that is welcoming, empowering and engaged in local issues. This role allows you to use your skills to uplift direct community change every day!

Our office is located in the Civic Hub, a network of 40+ grassroots groups so there is a high degree of community involvement every day. We support many of these groups with fiscal sponsorships meaning that our finance team has to be more relational and dynamic.

### **Role Description:**

In your role as Part Time Bookkeeper you will be responsible for supporting and perhaps eventually managing the day-to-day accounting responsibilities for SDC.

You will report to SDC's Distributed Leadership Team and Financial Coordinator, who will work with you on a regular basis.

You will be responsible for supporting several fiscal sponsorships with our grassroots partners. This part of the role involves strong communication and the ability to explain financial terms and agreements in plain language.

### **Software:**

QuickBooks Online, Excel, Google Suite

### **Estimated Time Commitment:**

Training period 15hrs a week for first 2-months

20hr minimum after training period. This role is negotiable to become full time hours.

### **Rate:**

The Social Development Centre is a non-hierarchical organization. All staff receive a wage of \$27/hr.

### **Key Organization Financial tasks:**

(These are split across the financial team and adapt to where team members' strengths lie)

#### *Day-to-Day Accounting Tasks:*

- Manage day-to-day activities including A/P, A/R, general bookkeeping, banking, etc.
- Petty cash management and e-transfers
- Administrative and general office duties pertaining to financial records, such as maintaining historical records and filing
- Prepare and process payroll and related remittances and documentation (i.e. PRSource/MERCs, T4s, T4A's)

#### *Period Ends*

- You will be supported by an internal bookkeeper and the external Accountant who will help with preparation of Month End, Year End and CRA filings, as well as a Treasurer who will help with budgeting, oversight, correspondence with CRA and funders as needed.
- Support SDC's External Accountant on Month End in verifying entries and comparing system reports to General Ledger balances and Bank reconciliations.
- Generate reports, budget analysis as required for Distributed Leadership Team/Board, Funders, CRA, external Accountants
- Work closely with Financial Coordinator, Distributed Leadership Team, Board and external accountant (volunteer) to develop and manage the operating budget and key program budgets

#### *Shared Platform (program/fund) Accounting and Donation Management*

- a) DONATION PARTNERSHIPS
  - Management and recording of donations that come in via various platforms (e-transfers, cheques, cash, bank deposits, CanadaHelps, CanadaOnlineGiving)
  - Tracking donations and expenses for different partner organization funds, producing monthly fund statements and invoicing partner organizations for service
  - Communications - email and in-person, with the partnership organizations
  - Tracking and issuing year-end charitable donation receipts for non-platform donations (e-transfers, cheques, cash)
  - Tracking gifts in-kind for issuing tax receipts
- b) FISCAL SPONSORSHIP - GRANTS
  - Monthly reconciliation of Shared Platform transactions from receipts and budgets submitted by partnership organizations - project spending oversight for sponsored grants
  - Issuing payments and funds transfer to Shared Platform participants, as required
  - Quarterly review of the budget vs actuals with the financial team
  - Communications - email and in-person, with the partnership organizations

### **Key Qualifications:**

- Minimum equivalent of 3 years full time bookkeeping experience
- Proficiency in Quickbooks Online
- Experience with non-profit bookkeeping and fund accounting
- Experience in communicating financial information in plain language
- Comfort with in-person meeting facilitation
- Preferable experience with fiscal sponsorships
- Preferable background in office administration and digital filing systems

Please send you Cover Letter and Resume to [david.alton@waterlooregion.org](mailto:david.alton@waterlooregion.org) by February 16th, 2024