

Full Job Description

Do you have extensive knowledge and bookkeeping experience in the **Non-Profit sector**? The Agroforestry & Woodlot Extension Society (AWES) is looking for someone with a passion for Non-Profit to join our Society on a part-time basis (~24 hours/week). This person will have extensive experience in all aspects of the Non-Profit world, including grant funding (restricted/unrestricted), and will understand the nuances that make bookkeeping for this sector unique.

The ideal candidate is an authentic and innovative professional with a background in non-profit accounting, bookkeeping, or related fields, and is passionate about financial management. They have a strong interest and/or experience working in the not-for-profit world, and care about the environment. This is a part-time office-based position.

A Bit About Us:

AWES is a growing environmental non-profit organization that provides direct assistance to landowners, municipalities, and organizations with funding or expertise on planting project design and implementation, tree health assessment, municipal policy guidance, restoration, bioengineering planning, source plant material, and the planting and maintenance of forested areas. Our planting projects extend across Alberta, and we promote community capacity building through training and workshops. AWES is helping communities and landowners make the most of their forests, large and small.

Job Function:

- To provide leadership of financial management at AWES
- To be an active and integral member of the Team
- Responsible for the effective operation of the accounting systems, the preparation of, and distribution of, financial reports, and administrative oversight, including: a) grant tracking; b) operational budget tracking; c) staff benefit coordination; d) client contracts; e) staff hourly tracking; f) payroll; g) accounts payable/receivables; h) extension services, and sales.
- Responsible for maintaining the accounting software, systems databases, and invoicing software and the general oversight of financial computer networking systems
- Assist Executive Director in developing, implementing, and maintaining the organization's policies, protocols, procedures, as well as other general administrative duties.

Expected Results:

- Smooth and efficient running of AWES financial management and support for administration
- Effective and efficient monitoring of revenue and expenses as compared to budget (per grant program and operating budget)
- Implementation and operation of administrative and financial systems
- Clear and accurate monthly and annual financial reporting and analysis (maintaining all records of financial transactions including tracking and managing daily transactions for the organization)
- Effective management of payroll, benefits, and all banking

- With the Executive Director, preparation of a clear and realistic annual budget
- Effective management of human resource records and policies
- Updating a general ledger and preparing trial balances for perusal by the Board
- Maintaining and filing requisite documents for taxation compliance
- Monitoring cash flow and producing financial reports to assist Executive Director in making strategic decisions

Required Skills:

- Post-secondary education in a related field of study, or equivalent experience
- Demonstrated strong organizational and leadership skills
- Exceptional communication (verbal and written) and time management skills
- Strong interpersonal, financial, and administrative skills
- Exceptional ability to master various systems and software as required (Word, Excel, QuickBooks, SAGE Simply Accounting, etc.)
- Ability to work both independently and in a team environment
- Ability to adapt to new technology and learn new systems and develop new processes
- Ability to function in an ever-changing environment
- Excited to support the vision of AWES in the successful execution of its long-term Strategic Plan

Required Skills and Experience to be Successful:

- Minimum of 10 years' full-cycle bookkeeping experience, including yearend prep.
- Minimum of 10 years **Canadian Non-Profit** bookkeeping experience
- Extensive experience with creating and managing Budgets and Forecasting
- Extensive experience managing Financial Grant reporting
- Ability to work with, and improve records
- Experience with issuing donation receipts
- Experience with QBO / QuickBooks Desktop
- Experience managing GST/HST and PST
- Exceptional organizational and time management skills
- Strong analytical and problem-solving skills
- Detail oriented and accurate in task and completion
- Experience working in the Microsoft Office Suite of products, an asset
- Experience in a multi-client environment, an asset
- Experience tracking time between projects, an asset.

About You:

- Able to work independently and as part of a team
- Developing new financial process/protocols best management practices for organization and for employees
- Experience coaching and supporting team members
- Willingness to learn and adapt to change

- Possess a positive, can-do attitude
- Strong verbal and written communication skills
- Comfortable with technology and various accounting applications
- Patience and a sense of humour are essential
- CPB (Certified Professional Bookkeeper) designation, a strong asset

What We Offer:

- Competitive Salary
- Flex time
- Benefits in the form of a Health Spending Account (HSA) available after 3 months

If you are interested in working with this vibrant team, please apply online, no phone calls. Only successful candidates within Alberta will be contacted- candidates must be available to work from office minimally three (3) days per week.

Interviews will be ongoing until position is filled.

Computer and Technology Knowledge

- QuickBooks
- MS Outlook
- MS Access
- MS Excel
- MS PowerPoint
- MS Word

Work Conditions and Physical Capabilities

- Work under pressure
- Attention to detail

Personal Suitability

- Accurate/detail oriented
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Team player