



## **Bookkeeper/Accounting: Job Posting**

**Location:** Aeolian Hall, 795 Dundas St. London, ON, N5W2Z6

**Website:** [www.aeolianhall.ca](http://www.aeolianhall.ca)

**Position hours:** part time 15-20 hours per week

**Terms:** onsite work required

**Remuneration:** to be negotiated

### **Duties:**

The Aeolian is a vibrant non-profit/charitable arts organization located in the Old East Village, London Ontario. The organization presents concerts and rents the facility to the community. It also has an arts education program for youth and children, Pride Choruses and works closely with community to support minority groups.

This position will report to the Executive Director, General Manager or designated management.

Weekly activities include:

- Completing Accounts payable
- Reconciliation of Reports from payment processors
- Completing payroll (biweekly)
- Filing payroll remittances with Canada Revenue Agency (monthly)
- Reconciling the bank statement to our accounting program
- Preparation of Bank deposits
- Managing and tracking charitable receipts/donations
- Filing WSIB Quarterly remittances
- HST filing
- Reconciliation of Petty Cash
- Updating Employee information



#### Other Activities:

- Assemble information for annual audit. Work with the auditor to supply requested information
- Calculate variances in budget and report significant changes to management
- Maintain annual budget
- Maintain chart of accounts
- Assist with Grant Budgets and track expenditures to Budget amounts
- Prepare reports for monthly board meetings
- Work with Board Treasurer and Executive Director to give regular updates on finances and assist with the Annual Budget

#### Skills and Background required:

- Working experience with Sage Accounting software
- Fluent with Microsoft Excel. Knowledge of Access is a plus
- Experience with Payroll accounting and account payable/receivable
- Experience with non-profit/charitable organizations