



Bookkeeper

Virtual and/or In-Person

Permanent Part-Time (1 day/ week) Contract Position
Melfort Daycare Cooperative – Melfort, SK
Anticipated Date of Appointment: As soon as possible.

Melfort Daycare Co-operative Site # 1, and #2 are licensed for 75 children and are open Monday to Friday. The center provides high quality childcare for infants, toddlers, preschool and school age children ages 6 weeks to 12 years of age. The Daycare focuses on the Play and Exploration: Early Learning Program Guide. The Bookkeeper position performs bookkeeping duties such as coding, recording, posting and processing day-to-day transactions. Processes one or more of accounts receivable, accounts payable and payroll. Maintains and updates accounting records.

Key Responsibilities:

- Codes source documents such as invoices and receipts to the appropriate accounts.
- Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable, accounts receivable and payroll.
- Prepares and issues invoices and follows up on late accounts in accordance with established procedures. Pays approved invoices.
- Maintains bank account records; reconciles bank accounts and balances cheque books.
- Prepares various accounting summaries and reports. Compiles, maintains and produces statistics and reports of such records as seniority lists, vacation entitlement, and sick leave and overtime banks,
- Submits forms to health and welfare benefit carriers to arrange for, change and terminate coverage for employees. Assists employers in submitting claim forms. Maintains records of benefit enrolment.
- Responds to inquiries and requests regarding payroll, benefits and other bookkeeping duties. Follows up to resolve errors and discrepancies in accordance with established procedures.
- Assists the Director and Accountant in preparation for audit and the production of financial statements, budgets and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.
- Performs other related duties as required.

Education:

Grade 12, plus post-secondary courses of up to two (2) years in areas such as bookkeeping, payroll or office procedures.

Experience:

Two (2) years recent related experience.
Or an equivalent combination of education, training and experience.
Experience with SAGE accounting software considered an asset.

Knowledge, Skills & Abilities:

- Ability to participate within a team setting.
- Excellent communication and interpersonal skills.
- Ability to be proactive and creative in problem-solving and decision making.
- Knowledge of policies and procedures.
- Self-motivated and able to motivate others.

Rate of Pay:

Dependent upon level of experience.
\$500 - \$650 / month

The successful applicant must undergo a satisfactory criminal record check including vulnerable sector check.

Please submit resume complete with cover letter and references to:

**Daphne O'Neil - Director
Melfort Daycare Co-operative
Box 2632, Melfort, SK S0E 1A0
OR Email: melfort.daycare@sasktel.net**

The interest of all candidates is appreciated; however only those selected for an interview will be contacted.