



PLEASE POST



EMPLOYMENT OPPORTUNITY

The Ontario Federation of Indian Friendship Centres is currently accepting applications for the position of **BOOKKEEPER**.

The position is responsible for maintaining a computerized set of books, records and accounts for the Ontario Federation of Indian Friendship Centres.

DESCRIPTION:

- Process daily, weekly and monthly transactions including payments, bank deposits and reconciliations, ensuring all expenditures are properly processed and authorized prior to payment.
- Establish and maintain accurate books of record including, original contracts and agreements; general ledger, accounts payable, account receivable and payroll transactions and programme reports.
- Prepare and analyze, in relation to budgets, monthly, quarterly and annual fiscal reports including; income statements, balance sheets, and reports on special fund expenditures and transactions for use by OFIFC Board of Directors, management and programme funders. Ensure that all financial accounts, records and reports are audit-ready at the end of the fiscal year.

QUALIFICATIONS:

- Excellent communication and interpersonal skills are essential;
- 3 years relevant experience in a computerized accounting environment. Special consideration will be given for experience in non-profit sector;
- Sound knowledge of accounting principles;
- Knowledge of MS Office and ACCPAC for Windows and other accounting software;
- Awareness of Aboriginal culture is essential
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer.

SALARY:

Up to \$56,180 per annum - dependant on qualifications and probationary grid rate applies.

SEND RESUME AND COVER LETTER TO:

Sylvia Maracle, Executive Director
Ontario Federation of Indian Friendship Centres
219 Front Street East
TORONTO, ONTARIO M5A 1E8

Phone: (416) 956-7575 • Fax: (416) 956-7577 • Email: hr@ofifc.org

POSTING DATE: February 10, 2012

CLOSING DATE: February 26, 2012

~Only those deemed qualified, will be contacted for an interview~