



KERR STREET MISSION (“KSM”)

Kerr Street Mission (KSM) is a Christian charity dedicated to helping the community of Oakville care for low-income and at-risk families and youth, by coming alongside families in distress and helping them get to a healthier, more sustainable situation and by developing youth so they don't end up in poverty.

KSM provides a *place* where people can gather and find help. It brings *people* together to serve and be served, facilitates the communities' *response* to the needs of families and individuals in distress, and creates opportunity for God's love and compassion to be shared in practical and tangible ways.

KSM serves low income and at-risk families, at-risk youth, and local churches and other groups committed to serving the families and/or youth in need.

Our faith in Jesus Christ, and the love and compassion we have received from Him motivates us to have love and compassion for others. We believe every person is created in the image of God and is loved and valued by Him. We work with people of all faiths, without discriminating, proselytizing or condition.

Position Title: Bookkeeper

Position Summary: The Bookkeeper is a highly confidential and critical part of the KSM team. They must be able to establish interpersonal relationships and communicate well with the rest of the team/donors and volunteers. This position will be responsible for maintaining payroll, donation and payables information in a prompt and consistent manner. They must be detail oriented, able to work with minimal supervision, and be a strong team player.

Reporting to: Controller

Hours: Full-time (37.5 hours weekly) from Monday to Friday

Benefits: Available after three (3) month probationary period.

Salary: \$55,000-\$60,000 annually, with room to negotiate based on experience

Primary Areas of Responsibility:

1. Payroll and Benefits

- Calculate and run monthly payroll on ADP, adhering to established deadlines and protocols.
- Ensure accurate and up-to-date employee information is entered into the ADP system based on employee files.
- Organize and maintain physical or electronic documentation.
- Maintain and update the benefits spreadsheet with relevant employee information and changes.

2. Expense

- Review and verify all submitted expenses to ensure accuracy and compliance with company policies before processing.
- Disburse general petty cash and gift cards as approved by authorized personnel, ensuring proper documentation and adherence to budgetary guidelines.
- Maintain accurate records of petty cash and gift cards taken and returned using designated notebooks or logbooks.
- Record transactions in the Financial Edge Accounts Payable module for proper accounting and tracking purposes.
- Organize and file expense records systematically for easy retrieval and auditing purposes, maintaining confidentiality and security.

3. Payables:

- Process and verify invoices for accuracy and completeness.
- Ensure timely payment of vendor invoices and expense vouchers.
- Maintain and reconcile accounts payable ledger including prepaid expenses.
- Communicate with vendors regarding payment inquiries and discrepancies.
- Prepare and perform check runs and EFT payments.
- Maintain organized and up-to-date records of all transactions.

4. Tax Receipts

- Oversee tax Receipting process.

5. Donations

- Ensure timely processing and updating of monthly donations on the 15th of each month.
- Process and update monthly Canada Helps payments on the 17th of each month.
- Review weekly deposit sheets to reconcile donations received with recorded amounts.
- Count cash and gift cards from weekly deposits and store them securely with petty cash/gift cards.
- Deposit weekly donations at the bank to ensure timely processing and fund availability.
- Record Electronic Funds Transfer (EFT) gifts in donor records for accurate tracking and acknowledgment.
- Collaborate with Front Desk Supervisor to reconcile Choose Fresh payments monthly.
- Misc. Journal entries.

6. General/Other

- Assist with Audit process.



- Calculate and report Workplace Safety and Insurance Board (WSIB) premiums accurately and in a timely manner.
- Manage filing systems by creating new files for the new year, organizing, and storing older files, and shredding the oldest files as per retention policies.
- Provide administrative and operational support to the Controller as needed to ensure efficient workflow and task completion.
- Manage administrative tasks related to Blackbaud users, including user access, permissions, and troubleshooting.
- Download and print relevant information from flowthrough organizations as required for record-keeping and reporting purposes.
- Attend and participate in events, as necessary.
- Coordinate with insurance providers for annual renewal and changes during the year.
- Misc. departmental support
- Accounting support for Kerr Street Mission Foundations

Qualifications:

- A humble heart.
- Minimum of 2 years' experience in a related position within a not-for-profit organization is an asset.
- Understanding of accounting concept is required. Formal education in field of accounting is preferred.
- Computer proficiency with MS office. Knowledge of Raiser's Edge and Financial Edge is an asset.
- Strong organizational and problem-solving skills.
- Strong Attention to detail is a must.
- An ability to maintain a high level of confidentiality is critical
- An ability to work with minimal supervision.
- Excellent verbal and written communication skills.

A successful vulnerable sector police background check is a requirement and a pre-requisite along with a minimum of two references.

All employees must comply with the Mission, Vision, and Core Values of Kerr Street Mission.

Kerr Street Mission is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. We offer an environment that will support you in reaching your potential. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in their cover letter when they apply.

Please send all resumes and cover letters to humanresources@kerrstreet.com