

Bookkeeper

Reporting to the Executive Director, the Bookkeeper is responsible for overseeing the day-to-day financial operations of the Organization by maintaining accurate books on accounts payable and receivable, performing financial entries, and managing reconciliations. They will efficiently complete such tasks as invoicing, data entry, issuance of tax receipts, monthly financial reporting, general ledger entries, including payments and adjustments.

About Alzheimer Groupe Inc (AGI)

Located in Montreal, Quebec, Alzheimer Groupe Inc (AGI) is a charitable organization that offers therapeutic programs to individuals living with Alzheimer's disease and other dementias. Additionally, AGI provides support services to families and professional care partners, focusing on best practices in dementia care, while sensitizing the community at large through education and awareness.

Job Type

- In-Office, Part-time – 7 to 14 hours/week
- Workday(s) to be determined with the successful candidate
- Additional hours may be required during year-end and audit periods
- Telework as determined by the Executive Director. If employees are required to work from home because of public health mandates, staff are required to be available for emails, calls and meetings during regular business hours providing effective and prompt communication while completing all job responsibilities.

Duties and Responsibilities

- Oversees and enforces financial policies, procedures and control systems
- Maintains the chart of accounts and an orderly financial filing system
- Enters donations into Donor Perfect and issues tax receipts
- Oversees accounts receivable by issuing invoices, tracking and promptly collecting payments
- Completes bank deposits as needed (daily/weekly)
- Manages bank and general ledger entries and reconciliations in Quickbooks
- Ensures that accounts payable are completed in a timely manner
- Performs month-end closings
- Issues timely financial reports, including monthly operations information
- Coordinates the provision of information to the external auditors for the annual audit
- Maintains donor/client confidence and ensures information is kept confidential.
- Other duties as assigned

Alzheimer Groupe Inc. (AGI)
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Montreal, QC
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514-485-7233

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info@agiteam.org

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Site Internet
www.agiteam.org

Charitable No.
No. d'organisme de bienfaisance
89609 0487 RR0001

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Essential Qualifications

- Relevant experience in bookkeeping, data and administrative practices and procedures
- Experience with accounts payable, accounts receivable and general ledger
- Understanding of charitable organization operations, including CRA compliance, donor management and the issuing of tax receipts
- Strong database and computer skills, including Quickbooks and Donor Perfect (or similar)
- Bilingual (English/French written and verbal) required
- Integrity and professionalism
- Excellent time management and organizational skills
- High degree of accuracy and attention to detail

Remuneration and Benefits

- \$20.00 to \$25.00 per hour according to AGI's pay scale, commensurate with experience
- Following a successful 3-month probationary period:
 - 4% vacation indemnity (2 weeks); paid leave during December holidays (dates determined by the Executive Director)
 - 2 sick days, 1 personal day, 2 family obligation days per year

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