



## Bookkeeper

## Job Description

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**Title:** Bookkeeper  
**Terms:** Part-time, year-round position  
**Reports to:** Manager

The Friends of Jasper National Park are looking for an individual to conduct some of our bookkeeping needs. The position requires approximately 8 hours per month during the winter months and up to 16 hours per month during the summer and for year-end procedures.

### Key Responsibilities

The Bookkeeper is responsible for:

1. Bank Reconciliation
  - must be completed each month in a timely manner
  - any discrepancies that cannot be clarified by questioning the staff member involved with the posting, should be highlighted and brought to the attention of the general manager
2. Month-End Procedures:
  - adjusting entries
  - financial reports
  - general ledger check
3. Bi-Weekly Payroll
  - keep all employee records and knowledge of employee earnings in confidence
  - uses timesheets to enter payroll into Quickbooks, and prints cheques
  - enters banked & sick time earned/paid to excel spreadsheet
  - print scholarships and honorariums upon board recommendation
4. Cash-Out Entries to Quickbooks
  - enter store cash outs to general journal and ensure that bank and store paperwork match
  - use the verified cash out reports to make adjusting entries Adjusting entries may include: transfer of funds to different account to match actual totals, inventory, class allocations, purchases of donations, memberships and non-taxable items, gain on foreign exchange and short/over.
5. Responsible for completing quarterly GST reports, and annual charities report.
6. Enter invoices into Quickbooks and print cheques for all accounts payable.
7. Other related bookkeeping duties include (but are not limited to) preparing year-end audit report, entering and paying monthly remittance, filing all associated paperwork in an organized manner for easy retrieval, doing deposit entries, changing over files annually, printing employment slips (T4, ROE).

## **Skills & Qualifications**

The successful candidate for this position will have:

- bookkeeping experience;
- experience with Quickbooks accounting software;
- strong problem-solving and trouble-shooting skills;
- strong organizational skills with attention to detail;
- ability to focus and to multi-task;
- discretion about wages, income and other sensitive organizational information;
- self-motivation, with an ability to work well on own or with others.

## **Perks, Benefits & Wages**

Employees of the Friends of Jasper National Park will:

- Experience the beauty of Jasper National Park (mountains, lakes, wildlife) and all of the wonderful outdoor adventures that it affords (including hiking, biking, paddling, climbing and more);
- Work for an organization that is passionate about sharing the appreciation, understanding and respect for the natural and cultural history of Jasper National Park;
- Work in a collaborative and creative work environment;
- Earn a competitive wage (\$20/hour, depending on experience) plus a health and wellness allowance;
- Receive a complimentary backcountry pass for outdoor pursuits in Jasper National Park; and
- Enjoy staff discount in the FJNP Gift Shop which includes books, maps, unique gifts and Canadian-made jewelry.

## **Application Process**

Please forward your resume and letter of application to:

Friends of Jasper National Park  
Attn: Heather Aussant Roy, Co-Manager  
P.O. Box 992  
Jasper, AB T0E 1E0

Email [heather@friendsofjasper.com](mailto:heather@friendsofjasper.com)