



Employment Opportunity

Financial Manager Saskatchewan Aboriginal Literacy Network Inc.

The **Saskatchewan Aboriginal Literacy Network Inc.** is seeking a Bookkeeper for a part-time (1 days per week) employment position. The successful applicant will do bookkeeping of our non-profit organization.

Duties:

Working with the Executive Director, the Board of Directors, and the Auditor, the Bookkeeper will manage and maintain the following duties:

- Accounts Payable: Enter all payables and invoices, reconcile accounts, write cheques or pay through online banking, get signatures, and mail cheques.
- Accounts Receivable: Enter all deposits. Prepare bank deposits and take to bank. Send out invoices.
- Payroll: Calculate payroll and deductions. Keep payroll records. Reconcile and issue Receiver General source deductions. Reconcile end of year records, complete and issue T-4 slips.
- Prepare general journal entries when required.
- GST: Track GST on purchases. Reconcile and submit the remittance for the GST rebate yearly.
- Bank Reconciliation: Reconcile with bank statement, make necessary journal entries, and print necessary forms.
- Year End: collect all information and materials necessary for the auditor to review on a yearly basis.
- Maintain accurate and neat files.
- When needed, follow up with accounts and missing information/invoices.
- Conduct regular system back ups.
- Assist in the preparation of reports as requested.
- Other financial duties as required and agreed to.

Qualifications:

- Training and/or background in bookkeeping. Training in accounting and financial management an asset.
- Must have a good working knowledge of QuickBooks Pro 2009, Microsoft Office 2007, e-mail, and other computer programs.
- Experience working with non-profit organizations is an asset.
- If you are of Aboriginal ancestry you are invited to self-identify.

Remuneration

- Dependent on background, experience, and duties agreed to.

Application Deadline:

- Friday July 30th, 2010 at 5 PM.

To apply please forward a cover letter, resume or business portfolio, and 3 references to:

Personnel Committee
2401 Thayer Avenue
Saskatoon, SK S7L 5Y1
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Fax: 306-934-2633
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Only those applicants to be interviewed will be contacted.