



Employment Opportunity: Bookkeeper

Part-Time

imagineNATIVE is the world's largest presenter of Indigenous screen content. We are a registered charity committed to inspiring and connecting communities through original, Indigenous film and media arts. Our Festival, Tour, Institute and year-round initiatives showcase, promote, and celebrate Canadian and international Indigenous filmmakers and media artists and create a greater understanding of Indigenous peoples, cultures, and artistic expressions.

imagineNATIVE is looking for a Part-Time Bookkeeper to work with the Executive Director to issue payables, reconcile bank statements, track cash flow and prepare reports as required for Board Meetings. Other duties include assisting with the annual audit.

We strongly encourage applications from Indigenous individuals to apply.

Primary Responsibilities

- Work with the Executive Director and Board Treasurer to maintain sound financial records for the organization for the duration of the work term
- Generate financial reports for Board Meetings
- Generate payables for issue (Quick Book entries, Plooto, and XE Transfer)
- Oversee monthly cash flow
- Assist the Executive Director with preparation for the organizations annual audit
- Process biweekly payroll and manage staff self-service user accounts

Secondary Responsibilities (with support from staff)

- Check the integrity of previous data, process AP, AR, Invoice, Deposit and other necessary journal entries
- Assist in meeting requirements for maintaining the organization's charitable status

Requirements

- Must be an expert with Quick Books Online and experienced with Plooto
- Must be willing to work from home with own computer



- Friendly, professional demeanour – enjoys working with diverse groups of people
- Works well in a team and without supervision
- Strong written and verbal communication and interpersonal skills
- Must be available the dates of our Festival (October 17-22, 2023) and willing to work increased hours during the month of October and November.
- Experience working with non-for-profit organizations
- Must have experience processing payroll, specifically via Ceridian

Additional Details

- Part-Time contract at 8 - 16 hours per week based on the needs of the organization
- Prorated hourly rate: \$24.00
- Bi-Weekly Salary + 4% Vacation Pay
- Location: remote working position, must be able to work from home with own computer and have reliable internet
- Submit CV and cover letter to: employment@imagnenative.org

For any additional information or assistance, please contact us at employment@imagnenative.org