



## **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 issue payables, reconcile bank statements, and prepare reports as required for Board Meetings. Other duties include assisting with the annual audit.

### **Primary Responsibilities**

- Work with the Executive Director, Associate 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 and Funders
- Generate payables for issue (Quick Book Online entries and Plooto)
- Assist the Executive Director with preparation for the organization's 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 demeanor – 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 on the dates of the annual Festival and willing to work increased hours around the Festival dates
- 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@imaginative.org](mailto:employment@imaginative.org)

For any additional information or assistance, please contact us at [employment@imaginative.org](mailto:employment@imaginative.org)