



### **INTERNAL/EXTERNAL JOB POSTING**

**Position Title:** Bookkeeper  
**Location:** 400 Cooper Street, Suite 2000, Ottawa, Ontario  
**Reports to:** Finance Manager  
**Scheduled Weekly Hours:** 21  
**Contract Term:** December 2021 – Indefinite  
**Salary/Rate:** \$24.16 per hour

#### **About OCCSC**

The Ottawa Chinese Community Service Centre is a non-profit, non-partisan, charitable organization committed to advancing the full social and economic integration and participation of newcomers, immigrants, refugees, and people of Chinese descent in the City of Ottawa.

#### **Position Overview**

The Bookkeeper supports the Finance department with various bookkeeping duties such as accounts receivable, accounts payable, and payroll.

#### **Main Responsibilities:**

- Check and verify source documents such as invoices, receipts, computer printouts
- Allocate and post financial transition details to subsidiary books
- Transfer date to general ledger
- Reconcile and balance all accounts
- Draw up financial statements (trial balances, income statements, balance sheets)
- Collate and analyze account data and generate financial reports
- Track and maintain inventory records
- Maintain internal control systems
- Manage accounts payable and accounts receivable
- Prepare cheques, payments and bank deposits
- Prepare and process payroll
- Comply with relevant reporting requirements
- Calculate and prepare tax payments
- Assist with budget preparation
- Assist with audits
- Maintain complete filing system to support financial records
- Other duties as assigned by the program Manager

## **Qualifications and Experience:**

### **Education**

- Successful completion of post-secondary education, or equivalent combination of education and experience in Bookkeeping or Accounting

### **Knowledge and Experience**

- Experience in non-profit accounting an asset
- Experience with accounts payable and receivable
- Experience in Simply Accounting and other payroll systems such as Ceridian
- Proficiency with current computer applications including the MS Office Suite, Zoom and databases

### **Skills**

- Fluency in English
- Highly developed interpersonal skills: positive, enthusiastic, collaborative, and solution-focused

**Application Process & Deadline:** Please send a cover letter and a resume formatted as [Last Name, First Name for POSITION] to [hr@occsc.org](mailto:hr@occsc.org). This competition is open until it is filled.

*The Ottawa Chinese Community Service Centre is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Ottawa Chinese Community Service Centre will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform us of the nature of any accommodation(s) that you may require.*

*Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.*