

JOB POSTING
Bookkeeper

APPLICATION INSTRUCTIONS

1. Application deadline is November 24, 2023.
2. All applicants are asked to submit an up-to-date resume with cover letter answering the following questions:
 - Why would you like to work for Hamilton Community Foundation?
 - What do you enjoy most about being a bookkeeper?
3. We appreciate your interest but only applications that include a resume and cover letter will be considered and only applicants being invited for an interview will be contacted.
4. Resumes and cover letters should be sent to: hcfjobs@pollinate.net.

Salary Range: \$45,000 to \$60,000, commensurate with experience, plus benefits. Throughout the process, we'll learn more about your skills and experience, and you'll learn more about us and the different ways of being deeply rewarded for the work we do, that go beyond salary.

Job type: This is a permanent, full-time, position in a hybrid work environment. Applicants must be willing to work in the Hamilton Community Foundation offices a minimum two days a week (three days a week during the onboarding and training period of approximately 3 months).

Hours: Monday-Friday, 8:30am-4:30pm

Condition of employment: As a condition of employment, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to HCF prior to your start date. You must acknowledge and agree to comply with any future COVID-19 vaccine policy requirements as a condition for ongoing employment.

THE ROLE

We are looking for an individual with strong bookkeeping and Excel skills and experience using a large integrated accounting system.

You will be part of a team that enables meaningful and community-impacting work by providing exemplary service to our donors and granting community as well as to our staff team, volunteer committees and board by ensuring our financial information and reporting is accurate, clear and timely.

HAMILTON COMMUNITY FOUNDATION

Reporting into the Director, Finance & Operations, receiving daily supervision and mentorship from the Accountant, and supporting the work of the Accounting & Operations Coordinator, you will be responsible for managing the payroll process, reconciliations of bank and other balance sheet accounts, as well as preparing journal entries. You will also be responsible for preparing back up for capital calls, cash flow, and gifts as well as providing back up for A/P and monthly reporting for donations and granting. On an annual basis, you will be involved in creating fund status reports, T4A preparation, as well as assisting with budget and audit worksheet preparation, tax returns and annual donor statements.

To be successful in this role, you are skilled at using technology to make your work more efficient, possess a strong attention to detail, are very organized and find satisfaction in reconciling financial information. The successful candidate will work with a team of engaged staff who are committed to HCF's values of Inclusiveness, Collaboration, Accountability, Responsiveness, and Empowerment.

WHAT WE'RE LOOKING FOR

The Bookkeeper is an important member of the Foundation's Finance & Operations team. To be successful in this role, you need to be able to work well independently as well as with colleagues across the organization. You need good time management and organizational skills, as well as the ability to perform work with a high level of attention to detail and accuracy. You must also be a strong communicator and enjoy learning and performing a variety of tasks, many of which are cyclical and repetitive.

WHERE YOU ARE NOW:

At this point in your career, you have at least 2 to 3 years of bookkeeping experience and the following *must-have qualifications*:

- A certificate in bookkeeping or equivalent combination of school and work experience in bookkeeping and reconciliations.
- Experience with a large, integrated accounting system such as QuickBooks, Simply Accounting or SAGE.
- High level of fluency in English (written and oral).
- Strong organizational and time management skills with excellent attention to detail.
- Intermediate to Advanced skills in MS Outlook, Word & Excel (applicants may be asked to take a third-party assessment to confirm skill level – please advise us at that time if you require an accommodation).
- Familiarity and comfort using video conferencing applications including Zoom.
- Ability to follow processes, manage multiple priorities, and meet deadlines.
- Initiative and the ability to work with minimal supervision as well as collaboratively as a team member.

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- A commitment to equity, diversity and inclusion.

The following are *bonus qualifications*:

- Experience with payroll.
- Experience working with a not-for-profit.
- Experience with FIMS.
- Familiarity with PowerPoint & Access.

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF)'s vision is a vibrant, inclusive Hamilton and has a mission to drive positive change by connecting people, ideas and resources. We do this by helping people give in a way that has meaning to them and impact in the community, providing grants and financing to charitable organizations and initiatives and bringing people together to address priority issues that affect Hamiltonians. Last year HCF gave almost 900 grants to over 300 charities, totalling \$13.2 million. We also provided loans of \$11.9 million to charities and non-profits across Hamilton.

HCF is part of a network of close to 200 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community most.

Hamilton Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We encourage applications from diverse populations and equity-seeking groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation.

As a condition of employment, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to HCF. You must acknowledge and agree to comply with any future COVID-19 vaccine policy requirements as an ongoing condition of employment at HCF.