

# Bookkeeper

Part-Time or Full-time

Thornhill (Toronto), ON

## JDOHSS Overview

The **Joe Dwek Ohr HaEmet Sephardic School** (JDOHSS) is a warm family school established in 1975 to provide the highest standard of Sephardic Hebrew and General Studies education from preschool to grade eight. An inclusive team of Jewish and secular staff and educators serve its students and their families from the Greater Toronto Area. JDOHSS is remarkable for its creative and innovative approach and dynamic environment and the lasting impact it makes on its staff and students.

## Role Overview

**We are seeking a Bookkeeper.** In this role, you will have primary responsibility for the administration of the school finances. This role reports to the Head of School. This role will be conducted primarily in person at the school, and we are considering part-time and full-time candidates.

## Primary Responsibilities

### Financial Management

- Oversee and carry out basic accounting, budgeting and reporting activities
- Work closely with the Board of Directors, Head of School, school principals, and administrative team
- Provide financial information to and communicate with the Board of Directors
- Support development of annual budget
- Regularly review actual expenditures vs. budget
- Carry out regular cash flow forecasting
- Prepare other financial reports
- Create and update other metrics for school functions
- Communicate budgets to budget owners and provide regular reporting of actual expenditures and variances
- Orchestrate/collect/collate financial reporting materials for government, corporate, and foundation grants
- Liaise with school partner UJA if needed regarding subsidy funding
- Liaise as necessary with outside accountants to ensure books and records are in order
- Support year-end audit with accountants
- Support accountants to make annual tax filings and remittances

- Maintain the integrity of all school financial records

## Financial Administration

- Carry out day-to-day finance operations, including bookkeeping
- Be responsible for full-cycle accounts payable, accounts receivable, invoice and payment processing
- Identify opportunities to improve accounts payable and receivable process
- Pay/collect and clear all issues related to payables/vendors, grants, tuition and receivables on an ongoing basis
- Issue donation receipts and review/improve current process
- Run bank and credit card reconciliation process
- Refine and carry out protocols for centralized purchases
- Process employee expense reports and credit card payments
- Manage petty cash expense reimbursements and process cheque runs
- Prepare, review and post entries for month-end reporting
- Post monthly payroll and annual reconciliation related to payroll matters, including filing EHT remittances and returns and preparing and filing records of employment
- Prepare and issue annual T4 summary and slips
- File GST/HST returns and rebate applications and support any sales tax audits
- Support the tuition assessment process
- Maintain internal control and safeguards concerning above

## Must Haves

- At least three years of relevant experience
- Solid understanding of bookkeeping
- Knowledge of Quickbooks, payroll software and Excel
- Strong quantitative and qualitative analytical skills
- Demonstrated organizational skills
- Conscientious and creative problem solver with a growth mindset
- Attention to detail paired with the ability to see the big picture
- Able to meet all deadlines in a dynamic and fast-paced environment
- Ability to effectively present information in one-on-one and group situations
- Collaborative work approach and “cool” under pressure
- Ability to maintain confidentiality at all times

**A CPA/professional accounting designation is not required for this role.** There may be opportunities to use new kinds of software services and experience with these kinds of services would be a “bonus.”

**We're excited to hear from interested applications!**

Please email a brief cover letter, explaining why you're interested in the role, and a resume to [careers@jdohss.org](mailto:careers@jdohss.org).