



RICHMOND CENTRE FOR DISABILITY

JOB POSTING

POSITION: Bookkeeper (Full-time)

ABOUT RCD:

Richmond Centre for Disability (RCD) is a not-for-profit grassroots organization run by people with disabilities for people with disabilities. We provide direct services and programs to people with disabilities, dedicated to enhancing the quality of life for people with disabilities. We provide a range of services and support to empower individuals with disabilities to lead independent and fulfilling lives.

DESCRIPTION:

We are seeking a dedicated and detail-oriented Bookkeeper to join our team and support our financial operations. This is an excellent opportunity to make a meaningful impact while working in a supportive, collaborative environment.

SCOPE:

A bookkeeper in a not-for-profit organization is responsible for maintaining accurate financial records, including processing transactions, reconciling accounts, and preparing financial reports to ensure compliance with funding requirements and regulations. The roles include assist with budgeting, grant tracking, payroll, and financial statements to support transparent financial management and organizational sustainability.

KEY RESPONSIBILITIES:

- Maintain accurate financial records, including general ledgers, accounts payable, and accounts receivable.
- Prepare and process payroll, ensuring compliance with relevant laws and regulations.
- Prepare monthly, quarterly, and annual financial statements and reports.
- Reconcile bank accounts and credit card statements.
- Manage and track grants, donations, and other funding sources.
- Assist in budget preparation and financial forecasting.
- Provide financial analysis and support to management as needed.
- Assist with audits and year-end financial reviews.
- Respond to financial inquiries and provide administrative finance-related support to the Board and management team.

Unit 968, Lansdowne Centre, 5300 No. 3 Rd., Richmond, B.C. V6X 2X9
tel 604 232 2404 ♦ fax 604-232-2415
email: rcd@rcdrichmond.org ♦ web: www.rcdrichmond.org

REQUIREMENTS & SKILLS:

- This is an entry level position; on-the-job training will be provided.
- Some bookkeeping experience, payroll processing and remittance.
- Some knowledge of accounting principles and practices.
- Some knowledge of accounting software, particularly Sage, or similar.
- Skilled in Microsoft Windows applications, particularly Excel, including data management and advanced functions.
- Strong attention to detail and ability to manage multiple tasks.
- Excellent organizational and time-management skills.
- Ability to maintain confidentiality and handle sensitive financial information.
- A positive, proactive attitude and strong interpersonal skills.
- Knowledge of non-profit sector accounting is an asset.
- Post-secondary education in accounting, bookkeeping or related fields is preferred.

Application Deadline: February 28, 2025

Start Date: March 17, 2025 or later (3-month probation period)

Employment Terms: 37.5 hours per week, \$20 per hour

HOW TO APPLY:

If you are interested in this position, please apply in writing with a resume and cover letter outlining your qualifications and relevant experience to Sam Siu, Executive Assistant, via email: sam@rcdrichmond.org. For enquiry, call Sam at 604-232-2404.

Please include "Bookkeeper Application" in the subject line of your application email.

We thank all applicants; however, only those selected for an interview will be contacted. The RCD is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from members of visible minorities, persons with disabilities and Indigenous peoples.

Note: This job posting is subject to change or removal at the discretion of Richmond Centre for Disability.