

Job Description

Bookkeeping Assistant – To Cover Bookkeeper on Maternity Leave

(Approximately 15+ Hours per Week)

The ideal work week will consist of three 5-hour shifts. Specific days per week are flexible. Business hours are 10 AM - 4 PM. However, the exact working hours for the employee may be reasonably flexible, provided the schedule is relatively consistent.

There are currently no extended benefits being offered. But, the employee will be entitled to participate in any benefits package later offered by the company, subject to partial contribution towards the benefits.

The business is growing at a relatively rapid pace. The employee should be prepared to respond to growth of the business and be comfortable with the changes in the roles or responsibilities that will come – even in the short time the employee is only covering for the bookkeeper on leave. The hours of work for the foreseeable future will remain consistent at 15-hours per week and may grow to 20-hours per week once the bookkeeper begins her leave in April 2019.

The employee should expect that the business will require greater hours from the employee as growth continues or that the employee shift more of their time towards core responsibilities and away from secondary responsibilities. An employee who is seeking long-term, part-time employment should understand that this position is technically temporary and will eventually be eliminated once the bookkeeper returned from leave. However, considering the company's current growth, a permanent position may be created to support the bookkeeper's core-responsibilities or to allow more of the secondary responsibilities to be accomplished. If the employee is interested in continuing with the company in that new (theoretical) position, the employee will receive preferential treatment over other applicants for the position at that time.

Core Responsibilities

Accounts Payable – 6-8 hours per week

- Enter invoices into accounting software after they have been approved and coded by the property manager, being mindful that invoices are expensed to the correct client, period, and fund and that coding errors by the property manager are corrected or brought forward to the property manager to be addressed.
- Post payments and print cheques.
- Scan and save cheque stubs and invoices using the company file naming protocol.
- Organize cheque signing by the company cheque signers or client cheque signers as applicable. Follow up with property manager about clients who do not attend the office in a timely manner to sign cheques.
- File cheque stubs and invoices in "working" file for inclusion with the monthly financial packages given to clients.

Accounts Receivable – 2-4 hours per week

- Post and print monthly post-dated cheques batch. Scan and save copy of deposit slip and cheques.
- Post and print monthly pre-authorized debit batches. Save copy of each batch.
- Process periodic receipts that are paid late or after the 1st of the month post-dated cheque batch.
- Enter post-dated cheque information for processing in future months.
- Under the direction of the Managing Broker:
 - Process statements to owners whose payments are returned.
 - Process invoices to developers and owners of non-residential strata lots who require monthly invoices for accounting purposes.

Filing and Data Management (2-4 hours per week)

- Name files scanned by the employee, bookkeeper, or Managing Broker and file in clients' electronic records
- File original records in working files
- Package records of transaction related to a given month for a client, electronically and in paper

Secondary Responsibilities

Most secondary responsibilities will be on an as needed basis. A successful employee will use the following list as a guide and provide to aid as necessary, including by bringing forward new ideas to improve the business or by taking on additional tasks that fill gaps in current processes. A part-time employee who desires additional hours and who demonstrates skills in primary and secondary responsibilities is likely to receive additional hours.

General Administration

- Data entry, including client information when onboarding a new strata or strata-like community.
- Manage corporate social media accounts including by regularly finding and sharing articles relevant to our field and of interest to our clients.
- Adding posts to corporate website about new clients or other articles written by property managers or management. Share articles to social media accounts and pages.
- Filing
- Ensure that an appropriate inventory of office supplies is always on hand.
- Proof read documents for supervisor.
- Receive and return phone calls when supervisor is busy or away from office to ensure clients feel taken care of always. Aid as applicable, but otherwise record messages for follow up by supervisor.
- Document new processes and workflows to create standard operating procedures.
- Iterate on procedural documents and solicit feedback to improve processes and make workflows more efficient.

Assistance to Property Managers

Property managers may request assistance from the employee. Such assistance is reimbursable to the company on a cost-plus basis. Such assistance should be scheduled with the employee in advance or provided only if the employee is able to aid the property manager without interfering with the employee's core responsibilities.

- Provide general administrative assistance to property managers with filing, mailing, polling clients, following up with contractors, or other duties under the direct supervision of the property manager.
- Record time related to assistance given to each property manager to be deducted from the property manager's monthly commission cheque.