



Social Development Centre
WATERLOO REGION

JOB OPENING

FULL TIME BOOKKEEPER / FINANCIAL COORDINATOR NPO, Restricted Fund Accounting

What is the Social Development Centre Waterloo Region (SDC)?

The SDC was incorporated in 1967 as the Social Planning Council Kitchener-Waterloo. Over the years we have incubated countless community projects, grassroots groups and sibling non-profits.

Today our primary pillars are Housing & Homelessness, Grassroots Infrastructure, and Lived Expertise. We run programming, community development, research and advocacy projects such as:

- Eviction Prevention and Tenant Organizing
- Plan To End Chronic Homelessness
- Civic Hub
- Festival of Neighbourhoods

Learn more about us here: <https://www.waterlooregion.org>

What is it like working at the SDC?

The SDC is a flexible and adaptive organization responding to the emerging needs of grassroots groups and equity-denied communities. We continue to develop a distributed leadership model where staff share key decision-making responsibilities.

Many of our programs are staffed by peer workers, lived experts or community advocates so we have prioritized a workspace that is empowering and engaged in local issues. This role allows you to use your unique skills to uplift direct community change every day!

Our office is located at St John Church, downtown Kitchener, which we share with the St John's Kitchen during the working week. We also host the Civic Hub Waterloo Region, a network of 40+ grassroots groups – so there is a high degree of community involvement every day.

We support many of these groups with fiscal partnerships, meaning that our finance team has to be more relational and adaptable to the unique needs and cultures of the partner groups. We are supported by United Way Waterloo Region Communities for core funding, and project funding is available through different Region of Waterloo funds, WR Community Foundation City of Kitchener, Government of Canada and Ontario Energy Board.

Diverse sources of funding require timely accounting and report preparation. Grant periods rarely match our fiscal year end date.

Role Description:

In your role as Financial Coordinator / Head Bookkeeper, you will be responsible for the day-to-day accounting and bookkeeping responsibilities for SDC.

You will work with the SDC's Executive Director, and Treasurer of the Board on a regular basis.

You will be responsible for the bookkeeping, financial management and reporting for a number of fiscal partnerships with our grassroots partner organizations, through our Shared Platform program. This part of the role involves strong communication and the ability to explain financial terms and agreements in plain language.

Software:

QBO Advanced, Google Suite (Gmail, Drive, Sheets proficiency is needed), Payworks, Excel

Estimated Time Commitment:

30-35 hrs. per week

Rate:

All staff receive a wage of \$27.83/hr.

Key Organization Financial tasks:*Day-to-Day Accounting Tasks:*

- Manage day-to-day activities including A/P, A/R, general bookkeeping, banking, etc.
- Petty cash management and e-transfers
- Administrative and general office duties pertaining to financial records, such as maintaining historical records and filing. 99% of financial filing is digital (Google Drive)
- Prepare and process payroll and related remittances and documentation (i.e. PRSource/MERCs, T4s, T4A's, ROE's). Note – We are switching from manual to Payworks at the end of January 2025
- HST Rebate is filed semi-annually
- Charity Return is filled annually

Period Ends

- Preparation of Month End, Year End and CRA filings, supported by the ED and Treasurer who will help with budgeting, oversight, correspondence with CRA and funders, as needed. We have a volunteer accountant who is available to assist.
- Month End verifying entries and comparing system reports to General Ledger balances and Bank reconciliations.
- Generate reports, budget analysis as required for ED, Program Managers, Team/Board, Funders, CRA, external Accountants
- Work closely with ED, Program Managers and Board to develop and manage the operating budget and key program budgets
- Prepare documents and work through year end Audit Engagement with our outside accountants

Shared Platform (program/fund) Accounting and Donation Management

a) DONATION PARTNERSHIPS

- Management and recording of donations that come in via various platforms (e-transfers, cheques, cash, bank deposits, CanadaHelps, CanadaOnlineGiving, etc)
- Tracking donations and expenses for different partner organization funds, producing monthly fund statements and invoicing partner organizations for services
- Communications - email and in-person, with the partnership organizations
- Tracking and issuing year-end charitable donation receipts for non-platform donations (e-transfers, cheques, cash)
- Tracking gifts in-kind for issuing tax receipts

b) FISCAL SPONSORSHIP - GRANTS

- Monthly reconciliation of Shared Platform transactions from receipts and budgets submitted by partnership organizations - project spending oversight for sponsored grants
- Issuing payments and funds transfer to Shared Platform participants, as required
- Quarterly review of the budget vs actuals with the financial team
- Communications - email and in-person, with the partnership organizations



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Key Qualifications:

- Necessary - Minimum equivalent of 3 years full time bookkeeping experience
- Necessary - Proficiency in Quickbooks Online, familiarity with QBO Class tracking
- Necessary - Comfort working in an online environment
- Necessary - Experience with non-profit bookkeeping, fund accounting
- Necessary - Familiarity with non-profit and charity financial management regulations
- Necessary - Experience in communicating financial information in plain language
- Necessary - Comfort with in-person meeting facilitation
- Necessary - Comfort working in-person, on site, in a busy and inclusive environment
- Preferable - Experience with Payworks payroll provider application
- Preferable - Experience with fiscal sponsorships/fiscal partnerships/ intermediary agreements
- Preferable - Background in office administration and digital filing systems
- Preferable - Financial accounting credentials/courses

Please send your Cover Letter and Resume to Jennifer Cornish at finance@waterlooregion.org by February 3rd 2025.