

Job Posting – March 6, 2018

### **Part-time Bookkeeper for Reep Green Solutions**

Small but mighty green charity seeks an exceptional bookkeeper who wants to use their skills for good. Bring your keen eye for numbers, extensive experience in bookkeeping for charities, and your passion for sustainability to this valued part-time position, and join our team in making sustainable living the norm.

**Reep Green Solutions** is an environmental charity that helps people in Waterloo Region live sustainably. We work to empower people with the practical tools, knowledge and capacity for action to make sustainable living the norm. Our current focus areas are home energy efficiency, water conservation, green infrastructure, and waste reduction. In short, we work together with the community on practical solutions for addressing and adapting to climate change.

Our culture is “trusting, productive, and happy at work”, as one staffer put it. There is great joy in working on issues we feel passionately about!

#### **The role of the Bookkeeper**

Our bookkeeper is the main financial expert within the organization, responsible for ensuring that all financial practices are efficient, ethical, and legal. Working together with the organization’s leadership, the bookkeeper ensures that finances are well cared for, including monitoring cash flow, recommending use of cash reserves, and advising on improving processes. The bookkeeper performs typical functions such as Accounts Payable and Receivable, payroll and reporting; and also does as much “leg-work” as possible to allow signing officers to approve transactions or decisions – such as making investments, or changing signing officers with financial institutions. A full list of regular and annual tasks is [here](#).

Typically the bookkeeping requires 1.5 to 2 days per week, during business hours, on site at the Reep Office at 222 Frederick Street, Kitchener, Ontario.

#### **We’re looking for someone with:**

- A college diploma in bookkeeping, accounting or general business;
- Three to five years’ bookkeeping experience, including bookkeeping for charities;
- Experience with accounting programs (Reep uses Sage 50) and payroll processing;
- Initiative, good judgement, high ethical standards, and a strong ability to work independently.

This is a part-time position that can also be fulfilled in a client relationship for a self-employed bookkeeper who is managing other accounts as well. We offer a fun and caring team working towards the shared goal of leaving our children a more resilient, vibrant, caring and sustainable community.

If you are interested in joining our team, please submit your resume with references and an original cover letter to the Office & HR Coordinator Siewyee Sai, [office@reepgreen.ca](mailto:office@reepgreen.ca) by **Wednesday, March 21, 2018 at 5 p.m.**