



the donkey  
sanctuary  
of canada

## Job Description

### Job Title: Office Manager & Bookkeeper

**Reports To:** Executive Director

**Start date:** Early November

**Hours:** 40 hours per week basic plus extra hours as required to perform job duties.

**Location:** Primary job duties will be performed at the DSC main farm. Must have own transportation to farm.

#### Overall Purpose

- *To provide administrative support to the Executive Director and office staff*
- *To perform and oversee bookkeeping tasks for the organization*

#### Main Duties and Responsibilities

##### 40% Financial

- Record day to day financial transactions and complete the posting process
- Verify that transactions are recorded in the correct day book, supplier's ledger, customer ledger and general ledger
- Bring the books to the trial balance stage
- Perform partial checks of the posting process
- Complete tax forms
- Enter data, maintain records and launch reports and financial statements
- Process accounts receivable/payable and manage outsourced payroll organizations

##### 40% Administrative

- Schedule meetings and appointments, creating agendas and taking minutes
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Consult with ED to update and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Manage office G&A budget, ensure accurate and timely reporting

##### 20% Volunteer Supervision

- Supervision of Office and/or Event volunteers
- Liaise with Executive Director to provide assistance with the development of the volunteer program and materials
- Oversee training of office and/or event volunteers for specific event participation
- Engage volunteers to encourage their involvement and deepen their connection with the DSC

## **Knowledge and Skills**

Essential:

- Knowledge of accounting/bookkeeping practices and software (QuickBooks in particular)
- Knowledge of CRA charity requirements and receipting practices
- Knowledge of fund development and donor software (Raiser's Edge in particular)
- Ability to maintain high levels of confidentiality
- Strong time management and organizational skills
- Strong attention to detail
- Ability to work in a team environment
- Understanding of OSHA, WSIB and AODA legislation

Desirable:

- First Aid/CPR certification

## **Education**

Required:

- Courses/certification in Book-keeping, Fundraising

Desirable:

- University Degree

## **Type of Experience (Years)**

Essential:

- Minimum 2 years working in an office environment with databases, budgets and book-keeping

Desirable:

- Not-for-profit experience (employment or volunteer)

***Applicants can send their resume to [info@thedonkeysanctuary.ca](mailto:info@thedonkeysanctuary.ca).***