



PTP Job Description

Job Title: *Bookkeeper Administrator*
Reports to: *Executive Director*

Job Description:

The Bookkeeper holds responsibility for the day-to day running of the finance department. This includes payroll, financial reports, account payables, and account receivables. The Bookkeeper provides both financial and clerical support to the ED.

Duties and Responsibilities of this position include:

1. *Supporting the management team with budgeting, forecasting and financial reporting activities*
2. *Developing and maintaining financial systems ensuring the department is organized*
3. *Maintaining the Chart of Accounts for ACCPAC*
4. *Administering PTP's benefit package*
5. *Analysing and reconciling payroll reports provided by ADP and liaise with ADP where necessary, to ensure correct completion of biweekly payroll*
6. *Overseeing the preparation of government remittances in a timely manner including employee tax deductions, GST, EHT, T4's and the T4 summary*
7. *Preparing monthly and quarterly financial reports for review*
8. *Preparing journal entries*
9. *Preparing of monthly bank reconciliation*
10. *Reconciling and balancing general ledger*
11. *Preparing cheques for accounts payable*
12. *Examining all expense receipts submitted by staff*
13. *Supporting ED in preparing materials for the Board, the annual Audit and Budget*
14. *Attending meetings as required*
15. *Adhering to PTP policies*
16. *Undertaking other tasks as assigned*

This position supervises:

- *Volunteers on occasion*