



JOB POSTING

AURA (Anglican United Refugee Alliance) is a small non-profit that provides support and expertise to groups involved in refugee sponsorship and resettlement in the Toronto area. AURA is a Sponsorship Agreement Holder with Immigration, Refugees and Citizenship Canada (IRCC)

Part-Time Bookkeeper

We are looking for a dynamic individual with strong bookkeeping skills to support us as we help newcomers resettle in the Toronto area through the federal Private Sponsorship of Refugees Program.

6 months contract (Feb/Mar – August 2024) with possibility of renewal or permanent part-time.

Responsibilities

- Process Payroll for three staff: calculate remittances and sends to CRA
- Initiates electronic payments and collections.
- Processes donations, both electronic and manual (EFT, Canada Helps, Stripe, mail)
- Maintains records (e.g. invoices and sponsor fund balances) electronically
- Prepares monthly income statement & balance sheet, financial account reconciliations and sends with General Ledger to Board Treasurer for review.
- Prepares and assists with annual audit
- Liaises with other AURA staff as required
- Meets with Board Treasurer as required
- Attend monthly virtual evening meetings with Finance Committee

Experiences/Skills Required

- Bookkeeping experience essential, non-profit preferred.
- Proven experience with QuickBooks and electronic banking required
- Knowledge of RBC Express an asset
- Knowledge of Stripe/Keela an asset
- Strong written and oral communication
- Ability to prioritize and work independently
- Hybrid position, with 2x/month onsite

Part Time: 3-5 hours/week, \$20-25/hour

Please send resume and cover letter to boardchair@auraforrefugees.org.