



## LIFE RECOVERY ASSOCIATION IS HIRING A BOOKKEEPER

### MINISTRY CONTEXT

LIFE Recovery Association (LIFE) is a registered charity and Christian ministry that exists to support women in recovery from addiction. Employees of LIFE agree with the Code of Ethics, Community Standards Policy, Mission, Statement of Faith, Vision, and Core Values.

### JOB SUMMARY -PRIMARY FOCUS

The Bookkeeper's role is critical to the operation of our ministry. While the fiduciary responsibility of this registered charity is the responsibility of the Board of Directors, the processing and reconciliation of all of LIFE's financial records supports the Executive Director and Treasurer in meeting budget, cash flow needs and responsible stewardship of LIFE Recovery's resources.

### SPECIFIC RESPONSIBILITIES:

Accounts Payable  
Accounts Receivable  
Receipting of donations including cash, securities and In-Kind donations  
Payroll  
Preparation of Employee records including ROE, T4, T4A and T4 Summaries  
Reconciliation of thrift store daily sales  
Reconciliation of credit card transactions  
Processing, tracking and reporting of program fees and occupancy rates  
Reconciliation of bank statements  
Completing financial reports for grants  
Preparation of Income Statements and Balance Sheets  
Reporting as requested by the Board of Directors and/or Executive Director  
Supporting LIFE's fundraisers if/when required onsite to process financial transactions

### QUALIFICATIONS & EXPERIENCE:

- Degree in Business Administration with minor in Accounting or Diploma in Bookkeeping.
- Minimum of (5) years recent related experience or an equivalent combination of education, training, and experience.
- Proficient with Sage accounting software.
- Proficient with computer operating systems, software and web-based platforms: Word, Excel, Outlook. Experience with FYI and Keela is an asset.
- Detail oriented with strong analytical skills
- Excellent oral, written and interpersonal communication skills
- Demonstrated ability to deal with highly sensitive and confidential material and situations
- Experience with operations of a thrift store and/or retail sales
- Sobriety of at least FIVE years i.e., no abuse of alcohol, drugs, or other mood-altering chemicals.
- Knowledge of registered charities and non-profits, thrift store and retail operations would be an asset.

**Interested applicants are encouraged to learn more about LIFE, by looking at our website:**

[www.liferecovery.ca](http://www.liferecovery.ca)

**Hours of work: 8+ hours weekly. Day(s) to be determined based on a mutually agreeable schedule.**

**Wage: \$25.00 to \$35.00 per hour based on experience.**

**Qualified applicants are to submit a cover letter and resume in PDF to Coletta Holmes, Executive Director [director@liferecovery.ca](mailto:director@liferecovery.ca)**

**PO Box 2652, Abbotsford, BC V2T 6R4 | 604.855.4440 | [www.liferecovery.ca](http://www.liferecovery.ca)**