

NNPBC Bookkeeper

Position Description

Reporting to the Accounting/Payroll Manager, the NNPBC Bookkeeper would perform a variety of bookkeeping functions and/or reporting for the Association of Nurses and Nurse Practitioners of BC (NNPBC).

- Part-time, 20 hours/week
- Remote work opportunities
- Comprehensive benefits
- Salary \$30,000/annually

Essential Duties & Responsibilities

To perform this job successfully, the candidate will be able to achieve consistently the following duties and responsibilities:

- Accounts payable
- Accounts receivable
- Journal entries
- Credit card coding and reconciliation
- Assist with reporting for the Association and related projects
- Ability work with software programs an asset
- Assists with annual audit of NNPBC
- Other duties as assigned

Education and Experience

To perform the job successfully, an individual should demonstrate the following achievement of the following Education requirements.

- At least five years experience as a bookkeeper
- Knowledge of professional associations
- Experience with not for profits and/or professional associations is must

Competencies and Skills

- Demonstrable attention to detail
- Critical thinking and reasoning skills
- Impeccable record keeping
- Understanding of not-for-profit accounting policies and procedures

Technical Competencies

- Knowledge of the Microsoft Office Suite of Products
- In depth knowledge and understanding of Quick Books online
- Knowledge of AirTable is an asset

How to Apply

Please submit a resume, personal equity statement, and cover letter to Accounting/Payroll Manager, Lorinda Fung, at accounting@nnpbc.com. *Posting will remain active until position is filled. Only successful applicants will be contacted for an interview.*