

Inside Out

INSIDE OUT LGBT FILM FESTIVAL - EMPLOYMENT OPPORTUNITY FINANCIAL CLERK (Part-Time)



Inside Out is seeking a **Financial Clerk**. The successful candidate will have solid bookkeeping experience and basic accounting knowledge to maintain our books of account (using QuickBooks software) and to ensure that financial policy and procedures are being upheld. The Financial Clerk needs to have a solid understanding of the organization's operations and management, as well as non-profit and charitable financial policies, and have the ability to stay on top of the organization's financial operations particularly during fast-paced and intensive periods of operation during the year.



The Financial Clerk will report to the Office Manager and the Executive Director, with support from the Treasurer of the Board of Directors and the volunteer Finance Committee.

Position: Financial Clerk
Reports to: Office Manager, Executive Director
Term: Part-time, 15-20 hours per week
Start Date: Early March, 2019

Responsibilities:

- Maintain books of account (including but not limited to preparing cheques, coding and posting invoices, posting and tracking reoccurring monthly membership payments, preparing deposits, journal entries, monthly reconciliations, petty cash)
- oversee issuing of cheques/payment of invoices
- oversee accounts receivable, including timely follow-up with customers regarding outstanding balances
- complete all payroll functions, including monthly reconciliation and government remittance
- prepare monthly financial reports for the Executive Director and Finance Committee, including (but not limited to) P&L statement, balance sheet, A/R and A/P reports
- liaise with Inside Out staff and support them in bookkeeping needs related to their program areas
- oversee internal system of handling funds
- maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- maintain up-to-date, complete and systematic filing system to support bookkeeping and financial records
- complete quarterly HST reports
- maintain year-end working papers and spreadsheets, and assist with preparation for annual audit
- complete monthly reconciliation for all accounts



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- assist in developing and maintaining policy and procedure documentation for financial processes and accounting issues
 - exert care and control over organization's records and provide technical support (including software updates, trouble-shooting and back-ups)
 - maintain current knowledge of regulatory changes and impacts on the organization's books of account (e.g. changes through CRA)

Qualifications:

- Minimum 3 years experience in a similar role with organizations of similar size/scope
- Extensive knowledge of QuickBooks software
- Strong knowledge of MS Office Applications with emphasis on Excel
- Proven ability to work with ongoing monthly deadlines
- Very organized and thorough with a systematic nature
- Highly efficient and productive, with working independently or as part of a team
- Experience in non-profit arts organizations a strong asset
- Strong knowledge and experience working within the LGBTQ communities

Commitment:

A minimum of 15 hours to a maximum of 20 hours per week. The selected candidate will fulfill the working hours on site at the Inside Out office during normal business hours (10am to 6pm).

Compensation:

The position offers a competitive hourly rate commensurate with experience.

Deadline for Applications:

5:00 PM EST, FRIDAY, FEBRUARY 22, 2019

Interested candidates should send a resume and cover letter as one PDF document, indicating where you saw the posting and outlining hourly salary expectations to: **inside@insideout.ca**

Please include 'Financial Clerk Position' in the subject line of the email.

Inside Out is committed to access and equity, which includes a commitment to achieve diversity among its staff, board and other volunteers. We encourage applicants who reflect the broad diversity of the LGBTQ2 communities that we work with.

For more information about Inside Out, please visit our website at www.insideout.ca.