

BOOKKEEPER

Job Description as at March 5, 2020

Reporting: Operations Manager (supervisor)
President / Head of Finance (manager)

Job Purpose: To perform all bookkeeping administration tasks and services

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position.

EDUCATION

Required: Grade 12 complemented with some post secondary education relevant to bookkeeping.

EXPERIENCE

Required: Three or more years' experience.

Preferred: Advertising agency, legal office or other professional service organization.

SKILLS, KNOWLEDGE AND ABILITIES

1. Must be detail oriented and thorough with all administrative tasks.
2. Ability to manage and prioritize multiple deadlines and deliver on time.
3. Must have advanced level of knowledge (efficiency & effectiveness) of computer programs including Microsoft Word, Excel and QuickBooks.
4. Must be able to comprehend and perform business math including complex formulas related.
5. Must be able to turn A/R, A/P, labour time + office expenses into "KPI dashboards" for managers.
6. Ability to respond to common questions, inquiries or complaints from agency managers.
7. Provide these reports to the Operations Manager + President
 - a. A / R - Summary of all cheques (payments) coming in.
 - b. A / P - Maintenance of all A/P including cheque processing (1 to 2X per month).
 - c. KPI report (monthly)
 - d. Cashflow reports (1X full, 1X mini)
 - e. Other departmental reports as required
8. Process / post invoices into Quickbooks and prepare final reports for clients (and send). This process includes obtaining all necessary reviews / approvals prior (DCS / MSMs, Ops mgr).
9. Ensure records for clients are maintained (digital and physical).

KEY RESPONSIBILITIES:

Invoicing

1. Works closely with the Account Service team to generate, refine and distribute invoices.
2. Tracks and reports on all activities related to ensuring that 6P invoices are supplied to clients accurately, clearly and in a timely fashion.
3. Oversees the Account Manager's reports (client hours, purchase orders), online advertising activity, couriers, stock imagery and email marketing.

AP / AR

4. Responsible for all matters relating to AP and AR (data entry, reconciliations, communication, reporting).
5. Responsibilities include reconciling visa and chequing account.
6. Responsible for monitoring expenses and advising on areas to investigate for cost savings.

Time and Expenses

7. Oversees all timesheet related processes including reviewing timesheets and reporting on variances to each individual and on each project.
8. Oversees the purchase order process to ensure all project + admin costs are recorded + invoiced.

Payroll administration

9. Work with Operations Manager to operate the 6P payroll and benefits program (tbd).
10. Work with Operations Manager to submit payroll to the payroll service provider every two weeks (tbd).
11. Work with Operations Manager to monitor all payroll related information necessary for payroll (hours, vacations, etc.).

Business reporting / analysis

12. Responsible for the generation of all internal reports (weekly and monthly).
13. Work with Operations Manager to generate report(s) to maximize utilization and minimize expenses.
14. Support Outsourced Controller (Platinum Business) and Accountant providers (BDO) including year end reconciliations.
15. Responsible for proper filing / administration of records (digital and physical files); this includes ensuring a timely backup of accounting file is maintained.

FUTURE RESPONSIBILITIES

- Junior: with the appropriate training + background the bookkeeper can support the CFO.
- Senior: with the appropriate training + background the bookkeeper can become the CFO.

OVERALL EXPECTATIONS

- 1. Timely and accurate invoicing
- 2. Timely and accurate cashflow forecasting
- 3. Timely and accurate reports
- 4. Support for all office admin as required.

MEASURES OF PERFORMANCE

Tbd

ACKNOWLEDGEMENT

I have reviewed and understand the above Job Description; believe it to be accurate and complete; and I can successfully fulfill each duty or task. I also agree that management retains the right to change this job description at any time.

The Job Description is effective until revised and properly approved.

Bookkeeper

Date

President

Date