



BOOKKEEPER
(Appointed)

GOAL OF THE POSITION:

To assist the Treasurer of the Doon Pioneer Park Community Association by performing bookkeeping duties

RESPONSIBILITIES:

- Instructor payroll
- Collect Payroll Submissions Form file from Community Centre office on pre-arranged schedule as determined by instructors or Program Director
- Calculate pay for each instructor, using pay rates scale and Wage Code sheet with each instructor's name and wage code, as provided by the Program Director
- Notify appropriate Program Manager if payroll not submitted, especially for new instructors
- Photocopy timesheets and forward to instructor with the cheque
- Forward original payroll submissions to Treasurer
- Communicate with Program Managers and Program Director as necessary
- Adhere to DPPCA Policies & Procedures.

QUALIFICATIONS:

- Experience in accounting or bookkeeping
- Accurate cash management skills
- Good organizational and communication skills
- Experience with Sage 50 Accounting and Quick Books an asset.

- Completed Application form

- Three (3) references checked and verified by the Volunteer Coordinator
- Police Record Check required

ESTIMATED TIME REQUIRED:

- Ten hours per month (approximately)

TRAINING:

Training and orientation will be provided by the Volunteer Co-ordinator within 8 weeks of screening acceptance of the position.

BENEFITS:

- Program coupons (\$100/session, max \$300/yr)
- Babysitting reimbursement
- Excellent job training skills in organizing, supervising and teamwork
- An excellent way to meet the people in the community
- Opportunities to attend workshops, meetings and other relevant courses pertaining to the position
- Computer training if requested and approved by the Board of Directors

SUPERVISOR:

DPPCA Treasurer

FOR FURTHER INFORMATION:

Call Doon Pioneer Park Community Centre 519- 741-2641



**Doon Pioneer Park
Community Association**

Volunteers helping to make our community a better place to live.

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c/o Doon Pioneer Park Community Centre, 150 Pioneer Drive, Kitchener, Ontario N2P 2C2 (519) 741-2641

Revised November 2021