



Bookkeeper Job Description (Staff)

The Bookkeeper is responsible for the regular entry of data into the OJLS QuickBooks system, as well as general financial recordkeeping. This position reports to the Treasurer and works with the Accountant, the Treasurer and the Administrative Assistant.

Typical duties include:

- Create cheques and record in Quickbooks Online
- Enter registration receipts into QuickBooks Online
- File cheques, receipts and other financial records
- Monthly reconciliation of Quickbooks Online with the bank account
- Other general financial duties as required by the Treasurer or Accountant

Previous bookkeeping experience is preferred for this position. Candidates with some related business, financial or accounting experience would also be considered. Experience with computers and Microsoft Excel is necessary, and some familiarity with Square or QuickBooks / Quicken or a similar personal finance program is an asset. QuickBooks Online training could be arranged for the successful candidate, if needed.

The position requires attending the current OJLS location at École élémentaire publique Le Trillium for 4 hours on Saturday mornings and occasionally some independent work outside of school hours.

OJLS operates in English, so conversational English skills are required. Japanese language skills are not required, but would be an asset.

This is not a volunteer position. The successful applicant will receive a monthly honorarium in accordance with OJLS staff policies.

Interested applicants can contact any OJLS Board member for more information, or send an email to info@ojls.ca or treasurer@ojls.ca.

Thank you!