



## **Rural Ontario Institute Bookkeeping and Office Management**

### **Job Posting/Request for Quotes**

The Rural Ontario Institute (ROI) is looking for someone or an organization to undertake bookkeeping and office management functions. We are accepting job applications from individuals who are interested in a .4 FTE position with a schedule of in-office work hours that is negotiable. We will also consider proposals from an organization or professional who can perform these functions under a service contract rather than an employment agreement.

Regardless of the form of the relationship the main qualification is proficiency in QuickBooks to carry out bookkeeping functions. A secondary but important capacity is the ability to support and establish processes to organize the office, maintain records and manage contracts with various service providers so that our organization runs smoothly and efficiently.

### **Bookkeeping Responsibilities/Functions**

Working closely with the Executive Director and/or other senior staff the duties and tasks that need to be performed include these key activities:

- utilize, maintain and evolve our system of accounts in QuickBooks;
- ensure all financial and associated corporate record-keeping is accurate and up-to-date;
- issue cheques for accounts payable;
- issue invoices for accounts receivable;
- administer payroll and benefits payments;
- monitor grant or funding agreement transfers, track revenues, prepare bank deposits and reconcile bank statements;
- process receipts for staff expenses and make credit card payments;
- prepare charitable receipts for donations;
- prepare documents for the submission of CRA HST returns;
- generate project-based budget reports for funders and project management purposes;
- generate monthly financial statements, cash flow forecasts for the Board and Executive Director, tracking expenditures and revenues against budget;
- participate in bi-monthly Finance Committee meetings at the behest of the Board or Executive Director;
- provide records for external auditors as appointed by the Board.

### **Office Manager Responsibilities/Functions**

The main office management function is to act as the main point of contact for managing the relationships we have with service providers, including managing periodic RFQs to support consideration of more efficient or economical service providers. This also includes establishing any administrative processes for the organization surrounding:

- tracking office supplies and maintaining filing systems;
- liaison with building maintenance and security arrangements;
- telecommunications service contracts;
- photocopier and postage meter leasing contracts;
- couriers and postal arrangements; and,
- office cleaning service provider.

Note that ROI is currently evaluating the potential costs/benefits of relinquishing our physical office space and running our organization without a single dedicated office space. A decision will not likely be made about this for some months. Please let us know if you have any restrictions or limitations with either of these operational alternatives or indeed any preferences. ROI utilizes direct deposit and electronic transfer approval protocols for many transactions and provides laptops to all employees with VPN access to network drives as already in pre-covid circumstances ROI employees had a mixed schedule of in-office and at home work hours. Outlook calendars/Microsoft Teams are among the software tools we use to organize ourselves.

### **Capacity/Qualifications**

We are seeking an individual or contractor who:

- is proficient and experienced in working with QuickBooks and has appropriate accounting training or credentials (e.g., QuickBooks ProAdvisor or other certification required using QuickBooks Desktop and/or QuickBooks Online)
- is knowledgeable about the operations of non-profits and charities through a minimum of 5 years work experience;
- has demonstrated organizational skills and held previous roles demanding reliability and trust;
- is a demonstrated problem solver and self-motivated;
- must be able to work independently and be strong at multi-tasking; and,
- is able to use the Microsoft office suite of software, is fluent in English, can pass a criminal record check, and possesses a G drivers licence.

The Rural Ontario Institute is a small organization with two permanent full-time staff and two permanent part-time employees. Contracted temporary project staff are brought on as project based funding and grants allow. The Bookkeeper/Office Manager role is currently a key part of our permanent staff team. Those seeking an employment contract would be considered for a position as a permanent, part-time employee.

ROI is also open to proposals/fee for service quotes from service providers who may prefer a contract for this work. All personnel who will perform these functions and their qualifications/accreditations must be specified in the submission and no substitutions/replacements will be permitted under the service contract unless by prior approval of the Institute. References must be provided. Your quote or proposal must also speak to the approach you will use to ensure that communication with ROI staff and Board is both coherently structured and sufficiently flexible that advice and information can also

potentially be supplied through participation in ad hoc meetings/discussions surrounding financial matters. The capacity to provide timely, responsive information flow to support project planning in light of available budget allocations is among the criteria we will apply to assess applicants or service providers.

Please submit a resume and cover letter or submit your service proposal/quote for service to Executive Director Norman Ragetlie by email [nragetlie@ruralontarioinstitute.ca](mailto:nragetlie@ruralontarioinstitute.ca) by 5:00 p.m. January 27 2021