

Job Posting: Technician Bookkeeper *(part-time & full-time options)*

| | |
|---|----------|
| Job Description: Technician Bookkeeper | 1 |
| Who We Are | 1 |
| Our mission, vision and values | 1 |
| The Role | 2 |
| Job Duties | 2 |
| Compensation and Benefits | 2 |
| Hours & Compensation | 2 |
| Benefits | 3 |
| Skills and Qualifications | 3 |
| Bookkeeping Knowledge & Efficiency | 3 |
| Technology | 4 |
| Core Skills | 4 |
| Who you are | 4 |
| How to Apply | 4 |
| What to expect: | 5 |
| Appendix A. Sample list of tasks and responsibilities | 5 |
| Client Data Entry & Bank Reconciliations | 5 |
| Month End or Year End Reporting | 6 |

Who We Are

Chickadee Nonprofit Solutions (www.chickadeenonprofit.ca) is a small-but-mighty bookkeeping and consulting firm founded in 2020 by Nat Marshik, CPB, CNAP. That last acronym stands for Certified Nonprofit Accounting Professional, and yes, we love nonprofits! We work with arts, environment and social services organizations across British Columbia. Our goal is to empower nonprofit teams with high-quality reports and *make finance friendly*.

At the moment we are a team of three, based in Vancouver. This summer we are excited to expand our bookkeeping team with 1 to 3 additional positions. We are hiring for both **part time** or **full-time bookkeepers**. Is this you? Please read on for details!

How we Work

Our close-knit team works mostly virtually, but we see each other in person for monthly team meetings and nerdy lunch 'n learns (sometimes involving ice cream) at our co-working office space in East Vancouver. When we're not meeting or co-working, we stay in touch "in the cloud" using our Clickup task management app. The virtual environment allows us to support each other's daily work with helpful comments, emojis, 🐦 and bird-related puns.

Our mission, vision and values

★ Our **mission** at Chickadee Nonprofit Solutions is to build smart, scalable financial systems to empower nonprofit teams with reports, education, and insight. We use modern technology to solve bottlenecks in operations, while we connect nonprofit leaders to expertise and inspiration.

★ Our **vision** is to disrupt outdated processes and mindsets in the nonprofit sector, and to become the “go-to” place for *opportunities, knowledge, and community* as we serve small to mid-sized nonprofits in Canada with passion and integrity.

★ Our **values** include: nerdiness, empathy, solidarity, abundance, and impact. 🥳

Learn more about what our mission, vision, and values mean to us by clicking [here!](#)

The Role

The role of **Technician Bookkeeper** is a key position on the team that delivers our core monthly service, Specialized Nonprofit Bookkeeping. (Learn more about our full suite of services here: <https://chickadeenonprofit.ca/services/>)

This role will work with a Senior Bookkeeper to meet the bookkeeping, compliance, and reporting needs of our larger and more complex non-profit clients. For these clients, you may be completing one part of a multi-part workflow.

This role may also be assigned its own portfolio of smaller nonprofits, to whom you'll deliver full-cycle monthly bookkeeping services, from data entry through to reconciliation and report preparation.

Job Duties

Your role will consist of regular monthly data entry, month-end bank and Visa reconciliations, and report preparation and compliance filings, following our internal practices and procedures. (See Appendix A for sample job duties).

Your work will be guided by a service lead (Senior Bookkeeper) on each client file, who will review it for accuracy, make adjustments and corrections, and support you in advancing your skills where needed.

You will participate in on-going culture building and process improvement with our small and enthusiastic team, via monthly Lunch 'n Learn get togethers and monthly team meetings.

Success in your role will be defined as an ability to meet reconciliation deadlines with a high level of accuracy, complete Technical Sessions within a time frame appropriate to your role, and meet our service standards file naming, attaching files in QBO, and data entry methods.

Hours

This role will begin as a part time role at **14 hours per week for the first month**, with the strong possibility of expansion and advancement as the business grows.

We expect to have both **permanent full-time** and **permanent part-time** opportunities as we grow, so please let us know your preference on your CV and/or when you submit your Skills Assessment. (See How To Apply, below).

Compensation and Benefits

Hours & Compensation

This is an **employee** position subject to CPP and EI contributions. You must be eligible to work in Canada.

Starting hours and salary will be:

- **14 hours per week** for the first 1-2 months, with opportunity to expand.
- Salary: scaled based on [CPB Canada certification pathway level achieved](#)
 - **Apprentice Level**, or equivalent* \$26.90/hr (\$49,000 annual FTE @ 35hrs/wk)
 - *Equivalent examples: Bookkeeping Diploma or Certificate that meets [knowledge expectations](#)
 - *To advance to the next level, you will be responsible for achieving and submitting certification from CPB Canada.*
 - **Technician Level** \$28/hr (\$51,000 annual FTE @ 35hrs/wk)
 - **CPB Certified** \$30.20/hr (\$55,000 annual FTE @ 35hrs/wk)
- Includes: 3 weeks paid vacation, plus 1 paid week off from December 24 to Jan 1
 - Vacation to be scheduled in advance with attention to client deadlines

Benefits

Virtual and in-person team culture

- We work primarily virtually but with an in-person “team connect” planned for once a month; there is usually an in-person option for this, hosted in East Vancouver

Flexible hours/schedule, with work-from-home option*

- Advance scheduling is required to ensure we can meet deadlines and connect. Note:
 - At least 1 day per week should be scheduled within regular business hours (M-F)
 - Must be available from approximately 10 am-2 pm on the **first and last Wednesday of each month** to attend our team meetings

In addition, we offer a customized benefits package. Depending on your needs and overall hours, this may include a mix of benefits such as:

- Access to Co-working space
- Professional development opportunities
- Health insurance premium reimbursement



- Tech allowance for your own laptop
- Or, provision of company-owned computer equipment

Skills and Qualifications

Bookkeeping Knowledge & Efficiency

- Quickbooks Online ProAdvisor (Basic) certification achieved
 - If not already achieved, this will be a condition of employment after the first month and must be achieved on your own time.
- “Apprentice Level” or equivalent on [CPB Canada bookkeeping knowledge expectations pathway](#) (e.g. Diploma or Certificate in Bookkeeping or Accounting)
- Minimum 50 wpm typing speed & keyboarding using the numeric keypad
- Nice to have: Quickbooks Online ProAdvisor *Advanced* certification - if not already achieved, we will support you toward achieving this certification during your first year.

Technology

- Basic to Intermediate Excel/Googlesheets familiarity - you are comfortable with basic formulas (adding, subtracting), formatting cells or sheets, adding highlights/comments
- Experienced and at home in cloud-based and virtual work environments, esp. Google Drive, Microsoft Office, task management softwares, screenshare software
- Ability and willingness to acquire new software skills as needed (e.g. Clickup, Loom)

Core Skills

- Good at self-teaching: researching our company’s Clickup database or finding tutorials online to fill the gaps you don’t know
- Communications skills:
 - Strong reading/listening comprehension skills in English (you’ll be reading detailed instructions, tutorial videos, checklists, and technical documents)
 - Competent writing and speaking skills in English (for internal team communication)
 - Willing to communicate via asynchronous tools and/or screenshare videos
- Nice to have: Experience in the non-profit sector in an administrative/operations or volunteer capacity. This will help you to understand our clients’ needs and culture!

Who you are

- You are an “implementer” who persists to get milestones and deadlines met. You prefer to complete one task before moving on to the next.
- You know how to prioritize tasks and manage distractions to increase your efficiency.
- You’re able to stay on target while following complex checklists and multi-step workflows.
- “Alone time” with technical work is a happy place for you, but you also get joy from the opportunity to connect with a team and grow a company culture.
- You are interested in a long term role with potential for growth and further contribution to the business mission and vision.



- You love the arts, environment or social justice causes!
- You are interested in a long-term career path as a bookkeeping professional (note: we are not a CPA firm and this is not a CPA-track role)
- You are excited to build a team culture that embodies our company [values](#) 😊

If you are interested in a long term bookkeeping career serving the not-for-profit sector, and a chance to contribute to a human-centered business serving a group of amazing clients, we would love to hear from you. Learn more about us on our website: www.chickadeenonprofit.ca

How to Apply

Deadlines:

For our June/July opening, **please apply by Wednesday May 31 or earlier.**

- All Applicants who submit complete applications will hear back from us by June 15. We will start reviewing applications on May 25th.
- Even if you miss this deadline, we encourage you to apply. We are accepting applications on a rolling basis for opportunities opening in the fall.

To apply:

Please do not submit a cover letter. We know that writing cover letters can be stressful and extremely time consuming for job applicants. Since this is not a writing job, we will not be requesting written cover letters.

To apply, please submit the following two items. Read the instructions carefully!

1. **Take our Non-Profit Bookkeeper Skills Assessment, [here](https://form.jotform.com/ChickadeeNonprofit/nonprofitskills)** {Full link: <https://form.jotform.com/ChickadeeNonprofit/nonprofitskills>}.
 - a. The assessment will take about 30-60 minutes depending on your level.
 - b. Complete the assessment in one sitting, and click “Submit.”
 - c. Make sure you enter your name and email so that we can match it to your CV!
 - d. You have the choice of uploading your CV at the end of the assessment, or you can send it separately by email. See instructions for your CV, below.
2. **Submit your Resume/CV in PDF format.** We don't care how you format it, just make sure you include somewhere in your resume:
 - a. List of relevant work or volunteer experience in nonprofits
 - b. Certifications or work experiences in bookkeeping or accounting
 - c. Your Typing Speed (test this at: <https://www.typingtest.com/certificate.html>)
 - d. List of software you are competent or skilled at
 - e. Languages spoken
 - f. Name your favorite value from our list of 5 company values



- g. Your email address and phone number
- h. Please name your file in this format: LASTNAME_Firstname_CV_2023
- i. Email your PDF as an attachment to careers@chickadeenonprofit.ca or attach it during the final step of your Skills Assessment.

We will be responding to *complete applications only* (both CV + Skills Assessment submitted).

Appendix A. Sample list of tasks and responsibilities

Client Data Entry & Bank Reconciliations

- Familiarize yourself with client data structures & our workflows
- Download source statements from payroll system, online banking, client Google Drive
- Rename and file documents following our internal naming/filing conventions
- Update or clean up reference files and workflow process notes, as needed
- Use Clickup and/or email to correspond with the appropriate person (internal or on client team) to ensure you have proper documentation & transaction information
- Compile and attach source documents (transaction receipts, bank statements) in QBO;
- Reconcile transactions against bank, visa, and merchant statements
- Identify missing transactions and take appropriate action (enter in QBO, or follow up for more info, following our defined processes)
- Prepare summaries of unknown transactions for review by Senior Bookkeeper and/or client
- Keep detailed notes and updates in Clickup task management app
- Communicate with internal team synchronously and asynchronously as needed

Compliance Filings and Payroll

- Assist with the preparation and submission of client compliance filings, such as: GST Rebate returns, nonprofit information returns, T3010 Charity Returns, Worksafe filings, and more (instructions and templates will be provided)
- Assist with payroll processing for clients, as needed (instructions will be provided)

Month End or Year End Reporting to Clients

For the first 1-2 months, tasks do **not** include creating client reports, year-end adjusting entries, or providing direct financial analysis/education/meetings to clients. You will correspond with clients on technical matters, such as requesting missing documents.

After the training period, you will be expected to assist with preparation of monthly financial reports for clients; but you will **not** be expected to lead client Finance Review meetings.

Additional client-facing responsibilities such as Financial Review meetings are an option for future advancement within the company, depending on suitability and interest.