



Job Posting: Part Time Bookkeeper

With the support and direction from the Executive Director and the Dharma Sara Treasurer, the Bookkeeper is responsible for the data entry and balancing of A/R and A/P, bank deposits and the administration of payroll. Other tasks include reporting and tax remittances, reconciliations, monthly internal reporting and assisting with year-end inventories.

The Centre currently uses QuickBooks desktop but will be moving to QuickBooks online after year end.

Qualifications

- Demonstrated experience with QuickBooks Desktop/Online
- Proficient in accurate bookkeeping using the accrual accounting methodology
- Clear communication and developed interpersonal skills, with an ability to work with within a team
- Ability to present financial information to an audience with varying degrees of financial knowledge

This position pays \$25/hour and is approximately 20-30 hours per month. Many duties can be performed either on-site or via remote login; twice monthly on-site attendance is required during high season; once monthly in low season. For the right candidate, a modification of on-site duties could be made to accommodate those who do not live on Salt Spring Island.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.

This position is not available for sponsorship, only candidates legally entitled to work in Canada can be considered.

The Salt Spring Centre of Yoga is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.