



Part-time Bookkeeper

The part-time Bookkeeper at the London Children's Museum (LCM) is a highly motivated, professional, and organized person who will record the day-to-day transactions of the organization efficiently and effectively. This role will also support the preparation and upkeep of financial records and provide support to the Executive Director and the Controller with a high attention to detail. This individual will also exemplify Children's Museum values: **Listen Well, Be Awesome, Stay Curious, Be Helpful, Include Everyone, Have Fun, and Dream Big.**

Position: Part-time hourly at 15 hours per week

Compensation: \$20.50 per hour

Key Responsibilities:

- Upkeep payables, deposits, invoices, and VISA transactions.
- Update daily card deposit file from daily POS reports and verify cash.
- Ensure all financial entries are up to date.
- Complete and review all expense reports, invoices, and other relevant monetary documents.
- Assist with filing, data entry, and maintaining financial records.
- Develop a thorough understanding of the relevant systems including Sage and DoubleKnot.
- Post monthly payroll and calculate and post WSIB monthly premiums.
- Post month-end entries for pre-paid, accrual, and deferred.
- Populate financial statement numbers for monthly reporting.
- Draft WSIB and HST remittance quarterly.
- Assist with annual audit.
- Handle sensitive information with confidentiality, honesty, and integrity.
- Other duties, relevant to the position, shall be assigned as required.

Skills:

- Some experience in a bookkeeper or administrative role.
- Bookkeeping experience with Sage program is ideal.
- Highly organized with great attention to detail.
- Effective teamwork and communication skills.
- Computer proficiency, particularly Word and Excel.
- Excellent time management and multitasking skills.
- Ability to self-direct and work in a fast-paced environment.

To Apply: Submit your resume and cover letter to recruitment@londonchildrensmuseum.ca by Friday, December 15, 2023

The London Children's Museum is committed to creating inclusive employment practices and work environments that celebrate the dignity and uniqueness of every individual. Every effort is made to reduce accessibility barriers during the candidate recruitment and selection process. Accommodations are available during every step of the hiring process.