



Job Title: Bookkeeper / Receptionist
Location: Villa Maria Del Mar
Reports To: Administrator
FLSA Status: Non-exempt
Date: April 2018

SUMMARY: The Bookkeeper/Receptionist is responsible for maintaining records for general ledger and subsidiary ledgers, accounts receivable, accounts payable, other accounts and current financial information on all funds. Additionally this role is responsible for general receptionist duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares journal entries for receipt transactions.
2. Responsible for the general ledger accounting system. Further responsibilities include other financial accounting computer functions.
3. Prepares reports as requested.
4. Enters new records on computer and keeps records current.
5. Backs up computer data at appropriate intervals.
6. Maintains accounts receivable and accounts payable systems with special attention to detail and accuracy.
7. Receives visitors cordially and refers the guest to the appropriate person.
8. Answers the phone with appropriate greeting.
9. Acts as initial concierge for guests and calls their hostess.
10. Verifies guest payment including incidental costs.
11. Provides assistance to any visitor with issues, complaints or concerns with empathy and a focus in guest satisfaction.
12. Provides clerical assistance as requested.
13. Assists in maintaining good order of the front office.
14. Other duties as assigned.

QUALIFICATIONS: *The requirements listed below are representative of the knowledge, skills, and/or ability required to perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education: Associate Degree in Accounting preferred.

Experience: Must have a minimum of 3-5 years bookkeeping experience and intermediate working knowledge of QuickBooks Pro, check writing, bank deposits, produce monthly reports, etc.

Skills, Knowledge and Abilities:

1. Must be supportive of the mission of the Sisters of the Holy Names of Jesus and Mary.
2. Must model SNJM Guiding Values in carrying out work activities and responsibilities.
3. Must be able to respect and maintain confidentiality of sensitive information.

4. Proven ability to work effectively and diplomatically with a wide variety of individuals and groups.
5. Proven ability to use sound judgment, tact, and to respect and maintain confidentiality of sensitive information.
6. Excellent written and oral communication skills.
7. Proficiency in QuickBooks Pro, Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) and online banking.
8. Detail oriented with an ability to maintain accurate records.
9. Ability to handle multiple projects simultaneously; flexible.
10. Demonstrates initiative and self-direction; ability to plan, organize and follow through on projects.
11. Ability to communicate and explain financial and computer information in non-technical terms.
12. Approachable communication style; must be able to approach people in a manner which creates harmony.

HOURS WORKED:

- Approximately 24 hours per week/
- Monday-Tuesday-Wednesday
- 8:30 am – 5:00 pm

PHYSICAL DEMANDS AND/OR WORK ENVIRONMENT:

Position is considered sedentary work and has a light degree of physical demands. Office, at times, is busy. There can be numerous interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to sit for long periods of time.
2. Ability to tolerate long periods of time working on a computer.
3. Must be able to function in a changing environment.
4. Must be able to lift and carry objects weighing twenty-five pounds.
5. Ability to do some lifting, bending, stooping and reaching for supplies, packages, etc.

EQUIPMENT USED:

Personal computer, copier, 10-key, keyboard, mouse; office phone/voice mail system, and web conferencing equipment.

SNJM is committed to continually building a workplace that exemplifies its values and vision of being hospitable to everyone. The Sisters of the Holy Names of Jesus and Mary (SNJM) is an Equal Opportunity Employer.

To learn more about the mission and vision of the Sisters of the Holy Names visit:

www.snjmusontario.org

To apply, submit your resume along with a cover letter to jobs@snjmuson.org