



< Job Openings

Bookkeeper & Finance Administrator

Administration - Smithers, British Columbia

Apply for This Job

Department	Employment Type	Minimum Experience	Compensation
Administration	Full-Time	Mid-level	27.53-31.57

Mission Statement

The Northern Society for Domestic Peace is dedicated to developing, delivering, and supporting programs that provide opportunities for individuals and families to strengthen their relationships and the quality of their lives by fostering respect, challenging violence, and promoting health and self-determination.

Position Summary

The Bookkeeper & Finance Administrator supports the financial operations and administrative functions of the Northern Society for Domestic Peace (NSDP). Reporting to the Executive Director, this position is responsible for accurate and timely bookkeeping, payroll, financial recordkeeping, reconciliations, reporting support, and regulatory and funder-related financial administration.

The position works closely with the Executive Director and leadership team to support strong financial management and accountability. The Bookkeeper & Finance Administrator also provides administrative and human resources support and contributes to effective day-to-day office operations.

This role requires strong bookkeeping and accounting knowledge, excellent organizational and time-management skills, sound judgment, attention to detail, and the ability to manage multiple priorities and deadlines in a confidential and responsive non-profit environment.

Northern Society for Domestic Peace is committed to building a workplace that reflects the diverse communities we serve. We value and respect diversity in culture, language, lived experience, race, sexual orientation, gender identity, and ability. NSDP strongly encourages applications from Indigenous peoples, racialized

individuals, persons with disabilities, people of diverse sexual orientations and gender identities, and others who bring the skills, experience, and commitment needed to work respectfully and effectively with diverse communities.

This position is being posted concurrently to internal and external candidates. In recognition of NSDP's commitment to supporting opportunities for current employees, qualified internal applicants may be given priority consideration. All applicants will be assessed based on the qualifications, experience, and requirements of the position.

Key Responsibilities

Financial Administration & Bookkeeping

- Perform accounts payable and accounts receivable functions, including invoice processing, payment preparation, receivable tracking, and appropriate supporting documentation.
- Complete regular bank, credit card, and other account reconciliations and investigate and resolve discrepancies.
- Prepare bank deposits and maintain petty cash reconciliation and replenishment processes.
- Maintain accurate and complete financial records and audit trails for all financial transactions.
- Maintain the organization's bookkeeping system, including appropriate account structures, coding, entries, and records within Sage.
- Accurately track revenues and expenditures across programs, contracts, grants, funding sources, donations, fundraising activities, fees for service, and restricted funds, as applicable.
- Maintain appropriate supporting documentation in accordance with organizational, funder, audit, and regulatory requirements.
- Support and maintain effective internal financial controls, approval processes, and financial procedures.

Payroll & Benefits Administration

- Administer all regular payroll functions, including payroll processing, statutory deductions and remittances, vacation and sick leave records, and other payroll-related calculations.
- Prepare Records of Employment and annual T4s and reconcile year-end payroll records.
- Administer employee benefit programs, including extended health benefits and RRSP contributions and remittances.
- Maintain accurate and confidential payroll and benefits documentation.

- Support employee onboarding, offboarding, and maintenance of required employment documentation in collaboration with the Executive Director and leadership team.
- Utilize HR software (BambooHR) to maintain employee records

Financial Reporting, Budget & Audit Support

- Prepare month-end and quarterly financial information and reports for review by the Executive Director.
- Provide timely and accurate financial information to support the Executive Director, leadership team, Board, and program staff in planning and decision-making.
- Support the Executive Director with budget monitoring, forecasting, and variance review.
- Maintain year-end working papers, schedules, reconciliations, and supporting documentation and coordinate preparation for the annual financial audit in collaboration with the Executive Director, Board Treasurer, and external auditors.
- Assist with financial information and documentation required for funder reporting, grant reporting, and contract reconciliation.
- Identify financial discrepancies, emerging concerns, or unusual variances and bring them forward to the Executive Director in a timely manner.

Regulatory & Charitable Compliance

- Prepare or support required GST/HST filings, statutory remittances, and other applicable financial filings.
- Prepare financial information and documentation required for the organization's annual T3010 Registered Charity Information Return and support its completion and filing.
- Administer charitable donation receipting in accordance with Canada Revenue Agency requirements and organizational procedures.
- Maintain appropriate financial, payroll, donation, and source documentation in accordance with applicable record-retention requirements.
- Maintain current knowledge of regulatory and administrative requirements relevant to the position, including requirements of the Canada Revenue Agency, WorkSafeBC, Employment Standards, funders, and other applicable bodies.
- Support the review, development, and implementation of financial policies, procedures, and internal controls.

Administrative & Organizational Support

- Provide administrative support to the Executive Director and leadership team as required.
- Respond to administrative inquiries, correspondence, phone calls, and email in a professional and timely manner.
- Support day-to-day office administration, including supplies, records, and general administrative needs.
- Provide reception and client-service coverage as required, including responding to general inquiries, providing basic program information, and directing referrals to the appropriate program or staff member.
- Work collaboratively with administrative, program, and leadership staff to support efficient organizational operations.
- Perform other related duties consistent with the scope of the position as required.

Privacy, Confidentiality & Professional Responsibilities

- Maintain strict confidentiality and protect the privacy and security of financial, employee, donor, client, and organizational information.
- Handle personal and sensitive information in accordance with NSDP policies and applicable privacy requirements.
- Exercise sound judgment, professionalism, discretion, and accountability in carrying out responsibilities.
- Build and maintain respectful and effective working relationships with colleagues, clients, community partners, funders, auditors, and other stakeholders.
- Contribute positively to a collaborative, respectful, inclusive, and trauma-informed culturally aware workplace.
- Represent NSDP professionally and in a manner consistent with the organization's mission, values, and commitments.

Qualifications & Experience

- Post-secondary education in bookkeeping, accounting, business administration, office administration, or a related field, or an equivalent combination of education and relevant experience.
- Demonstrated bookkeeping and financial administration experience; experience in a non-profit, charitable, or multi-funded organization is an asset.
- Strong working knowledge of accounts payable, accounts receivable, payroll, bank and account reconciliations, general ledger processes, and financial recordkeeping.
- Experience using accounting software is required; experience with Sage 50 is strongly preferred.

- Proficiency with Microsoft Excel and familiarity with Microsoft 365 applications, including Outlook, Word, and Teams.
- Experience working with multiple programs, grants, contracts, restricted funds, or cost centres is an asset.
- Understanding of payroll, CRA, charitable receipting, GST/HST, and non-profit financial requirements is an asset.
- Strong organizational and time-management skills with demonstrated attention to detail and accuracy.
- Ability to prioritize competing responsibilities, meet deadlines, and work effectively with limited supervision.
- Ability to identify discrepancies, problem-solve, and seek clarification when required.
- Strong verbal and written communication skills.
- Ability to work independently while contributing effectively within a collaborative team environment.
- Ability to work respectfully within an inclusive, trauma-informed, and culturally responsive organization.

Conditions of Employment

- Successful completion of a Criminal Record Check.
- Signed confidentiality agreement.
- Ability to work on-site as required by the position.

Employment Details

Employment Status: Permanent Full-Time

Hours: 35 hours per week

Wage: \$27.53 –\$31.57 per hour

Benefits: NSDP offers a comprehensive benefit package

[Apply for This Job](#)

[Privacy Policy](#) • [Terms of Service](#) • © BambooHR All rights reserved.

