



North Shore Restorative Justice Society (NSRJ) is hiring!

**Position: Part-Time Bookkeeper** (20 hrs/month for a one-year term)

**Reports to: Executive Director**

**Location: Remote**

### **The Organization and Role:**

The mandate of the North Shore Restorative Justice Society (NSRJS) is to build capacity and connectivity within the North Shore community to prevent and respond to violence, conflict and harm. We do this through values-based processes that engage children, youth, adults, and elders. Our two main activities are a police diversion program — the Restorative Response program (RRP) — and a youth resilience building program — the Restorative Justice in Education Initiative (RJEI).

As the bookkeeper you will perform an essential function for our growing organization. Working with the Executive Director and Board Treasurer you will ensure the transactions are recorded accurately and in a timely manner each month.

### **Primary Responsibilities:**

- You will dutifully perform the following tasks mostly completed through Quickbooks online:
  - accounts payable
  - accounts receivable
  - bank reconciliation
  - Journal entries
  - financial statements
  - Performing month-end closings
  - Facilitate bi-monthly payroll journal entries
  - general bookkeeping, and other tasks as assigned

### **QUALIFICATION AND EXPERIENCE EXPECTED:**

- High degree of written and verbal communication skills in English are required.
- Experience with Quickbooks Online or similar software
- At least 3+ years of bookkeeping experience
- Experience working in a non-profit is considered an asset

**REMUNERATION:** Salary range is \$23.00- \$28.00 per hour based on skills and experience.

**Terms:** Start date June 1st, 2022 or as soon as possible.

**How to Apply:** Send resumes with cover letter to [sioned@nsrj.ca](mailto:sioned@nsrj.ca). Applications will be accepted until 4pm on May 25, 2022. Applicants needing accommodations during the application process should contact [604-619-9462](tel:604-619-9462).

\* NSRJ is an equal opportunity employer and is interested in broadening staff diversity. We encourage applications from all genders, Indigenous and racialized peoples and persons with disabilities. \*  
Position offer is subject to satisfactory completion of references and police criminal record checks.