



## **Bookkeeper/Accounts Payable Clerk (Part-time)**

Planeterra is the leading non-profit worldwide using community tourism to tackle poverty. Planeterra, a registered non-profit in Canada and 501(c)(3) in the United States, helps local communities and non-profits in travel destinations to create successful micro-enterprises and benefit from the tourism industry.

Reporting to the Director - Partnerships & Development, this position is responsible for overseeing the organization's bookkeeping activities ensuring a high standard in professionalism, customer service and reporting. This is an administrative position requiring strong interpersonal skills, leadership ability, written and verbal communication skills, time-management and organizational skills and good judgment.

### **What You'll Be Doing:**

- Compute and disburse expenses for general payables and vendor payables
- Compute and disburse expense reimbursement payments
- Record transactions and retain all accounting records
- Post, verify, and reconcile accounts payable and accounts receivable
- Ensure that the invoices are correctly recorded and accounted under the proper general ledger accounts
- Be the main accounting contact for vendors
- Verify and post accounts payable transactions to journals, ledgers, and other records



## Planeterra Foundation

19 Charlotte St. Toronto, ON M5V 2H5 CANADA

[www.planeterra.org](http://www.planeterra.org) | F: [@planeterracares](https://www.facebook.com/planeterracares) | IG: [@planeterracares](https://www.instagram.com/planeterracares)

- Follow established procedures for processing disbursements through cheques or bank wire transfers
- Additional duties as required such as: month end reporting, financial analysis, and assistance with audit requirements
- Post journal entries and reconcile accounts, maintain general ledgers, and prepare financial statements
- Prepare Bank reconciliations
- Prepare monthly financial and accounting reports, as required
- Assist with review engagements, as required
- Streamline existing business practices, as required

### Desired Skills and Experience

- Demonstrated experience within an accounting position (12 months)
- Intermediate knowledge of Microsoft Excel/Google Sheets
- Good understanding and use of financial and operating systems
- Financial analysis experience preferred
- Proven technical proficiency in Great Plains desirable
- Experience in working with end users in a multi product environment
- Problem solving skills
- Analytical with a strong attention to detail
- Confident and customer service oriented
- Fluency in spoken and written English is required

**Submit your resume to: [info@planeterra.org](mailto:info@planeterra.org)**