



Accountant - Volunteer








Sprouting Chefs is a not for profit group of committed individuals. We are parents, teachers, chefs, gardeners and community members and we are focused on improving the lives of youth throughout areas of Vancouver BC. We believe that healthy minds and bodies start with healthy eating. We believe that healthy eating begins with a thorough knowledge, understanding and appreciation of where our food comes from.

SUMMARY:









We are seeking an experienced volunteer accountant to manage all accounting matters for the Sprouting Chefs program. The successful candidate will work directly with the Executive Director with some support administrative support from the Executive Coordinator. This position will work from home and meet regularly with the Executive Director at a home office. The successful candidate will require a criminal record search and reference checks.

Position is required for approximately 10 hours per month.


SPECIFIC RESPONSIBILITIES:

-  Input income and expense records into QuickBooks.
-  Prepare monthly and year end financial statements.
-  Support development of budgets and monitor expenses against budget.
-  Provide financial reports on various sub-programs to the Project Director and Board.
-  Support filing of tax documents and other regulatory filings as required.
-  Develop and maintain an effective financial filing system.
-  Other relevant duties as assigned by the Project Director.

QUALIFICATIONS:

-  3-5 years work experience in an Accounting or Bookkeeping role.
-  Experience with a not for profit organization is considered an asset.
-  Solid experience with QuickBooks and Microsoft Office, including Word and Excel.
-  Knowledge of Canadian GAAP and accounting for not for profit organizations.
-  Exceptional organizational skills.
-  Ability to take initiative, work independently and prioritize a variety of tasks.
-  Strong verbal and written communication skills.
-  Interest in Sprouting Chef's programming and strategic objectives.

EDUCATION:

-  Accounting designation (CA, CGA, CMA) preferred.

TO APPLY:

Send resume and application to info@sproutingchefs.com. Application can be downloaded from www.sproutingchefs.com