



Athabasca University Graduate Students' Association
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BACKGROUND

Athabasca University Graduate Students' Association is a student-run, non-profit, diverse, and multi-faceted organization that aims to meet the needs of graduate students at Athabasca University.

The Athabasca University Graduate Students' Association provides student services and representation for AU graduate students through university and government relations with the mission that graduate-level education at AU is accessible, affordable, and of outstanding quality.

CONTRACT DESCRIPTION

AUGSA is seeking an experienced bookkeeper or CPA with a strong background in non-profit bookkeeping and accounting. This is a part-time contract position working from home on average ten (10) hours a month to start with the potential for the hourly commitment to decrease over time. The position is in Alberta with preference given to those in and around the Calgary region.

ROLE AND RESPONSIBILITIES

Under minimal supervision, this position reports to the Executive Director and is responsible for:

- Generating and maintaining accurate record of financial transactions
- Processing payroll
- Processing and remitting payments to CRA
- Update and maintain the general ledger
- Maintain trial balance, by reconciliation of general ledgers/bank accounts
- Recording entries and credits
- Preparing month reports of all income and expenditures of the Association and submitting more specified reports as required
- Monitor any variance from the projected budget and report them accordingly
- Work collectively with the Auditor to satisfy all audit obligations

QUALIFICATIONS

- Minimum 2 - 5 years experience in a bookkeeping or Accounts Receivable/Accounts Payable role
- Degree or Diploma in Accounting or Business Administration
- Preference given to CPA designation
- Advanced knowledge of Microsoft Office (Word, Excel, Teams) and QuickBooks
- Proven ability to problem-solve, multi-task and prioritize

- Professional phone rapport and an aptitude for customer service
- Excellent written and verbal communication skills
- Self-motivated
- Previous experience with student associations would be considered an asset
- Previous experience with QuickBooks and embedded back-up documentation

Posting Date: July 16th, 2020

Closing Date: July 30th, 2020

This position will commence September 1st, 2020.

Please send resume and cover letter describing qualifications and experience to ed@augsa.com. We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. Late applications will not be accepted.

AUGSA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.