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*We are looking for a detail-oriented bookkeeper who will support the growth of the Raw Carrot Headquarters and is passionate about serving marginalized people in Ontario.*

Position: **Part Time: 8 hrs /week (permanent)** *flexible schedule Monday – Friday.*

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Location: **Paris, Ontario**. On-site at Paris Presbyterian Church or able to work at home but come into work for a few hours 1 day/week

Overview:

The Raw Carrot Soup Enterprise is looking for a professional, detail-oriented person who understands the ministry and mission of the Raw Carrot and will support the financial needs and growth of the Raw Carrot headquarters with a variety of tasks including…

* Financial analysis of site budgets; budget vs actuals
* Quarterly and year-end reporting
* Financial analysis and activity costing for all sites and HQ
* Auditor support
* Bank deposits multiple times per month
* Management of income and receivables in SAGE (Simply Accounting)
* Oversight of Staff pay roll for HQ
* Donation/grant tracking
* Invoicing, invoice tracking, payments and reconciliation
* Analysis of sales and flow of goods
* Liaise with bank
* Duties as assigned

Qualifications

Post-Secondary education an asset

Proven to be detail oriented and organized

A team player

An understanding and appreciation for Christian ministry

Computer literacy: proficiency in excel and willing to learn new systems. Experience in Quickbooks or Sage an asset

\*Persons living with disAbilities are encouraged to apply

Salary

$18.00/hour

As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. References will be required.

To apply, please send a resume and cover letter to [info@therawcarrot.com](mailto:info@therawcarrot.com)

**\*The Raw Carrot would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.**