



## Vancouver Orphan Kitten Rescue Association (VOKRA)

### FINANCIAL ASSISTANT

The Financial Assistant performs routine financial tasks including deposits, Accounts payable and receivable, record keeping and reporting. The Financial Assistant plays an important role on the financial team and works closely with the Treasurer to ensure the integrity of the organization's financial position.

#### RESPONSIBILITIES

##### 1. . Banking, Bookkeeping, and Recordkeeping

- Maintain existing systems for bookkeeping and recordkeeping in a timely manner;
- Ensure all monies are routinely deposited in appropriate bank accounts;
- Regularly monitor bank accounts and query discrepancies;
- Manage and monitor online donations systems;
- Coordinate issuing of tax receipts;
- Manage VOKRA expenses and arrange payments.

##### 2. Financial Reporting

- Present monthly reports including cash flow, income statements and AP at monthly meetings;
- Prepare and submit accounts to VOKRA's accountant for annual tax return and financial statement;
- Monitor VOKRA's budgetary performance, recommending modifications as needed.
- Present revised financial forecasts based on actual spend.

##### 3. Other Responsibilities

- Assist with investigating and implementing a new Accounting Software in 2012
- Produce reports and assist with VOKRA departments to develop budgets as required.
- Proactively recommend process change for accuracy and efficiency; and help implement agreed upon changes
- Attend monthly meetings – typically 3<sup>rd</sup> Thursday from 7-9pm

#### QUALIFICATIONS

- Experience in bookkeeping, accounting, or finance;
- Excellent analytical skills and superior attention to detail;
- Ability to maneuver and manipulate data in spreadsheets
- Experience with animal rescue organizations, Volunteer Organizations or Associations or equal experience ;
- Demonstrated ability to set priorities and be results-oriented;
- Excellent communicator with the ability to work with other remotely;
- A LOVE OF CATS!

#### REQUIREMENTS

This position requires approximately 3-5 hours of volunteer time per week with an extra 3-5 hours at month's end.