



**Ally Global Foundation**  
**Senior Bookkeeper**

**Job Title: Senior Bookkeeper**

**6 Month Contract with possible extension:** June - December 2021

**Location:** Vancouver - Fairview\*

*\*COVID-19 requirements will be followed to ensure your health and safety are prioritized*

**Description**

Ally Global Foundation, a registered Canadian charity based in Vancouver, BC, seeks a highly organized and motivated team player. At Ally, we prevent human trafficking and help survivors of human trafficking find healing through safe housing, education and aftercare in Asia and Canada.

This is an opportunity to work with an innovative charity based in Vancouver. As our Senior Bookkeeper, you would be an integral part of our team and work alongside our leadership team. We are looking for someone experienced in accounting, is a self-starter, and is keen to work independently.

**Requirements**

- Accounting diploma, bookkeeping certificate, or equivalent working experience
- Minimum 5 years bookkeeping experience, nonprofit accounting considered an asset
- Highly skilled with Quickbooks Online, Microsoft Office and Google Suite
- Interest in working independently in a dynamic environment
- Detail-oriented, organized and resourceful
- Self-starter, able to initiate new ideas and solve problems
- Able to work in both team and solo environments
- Integral and able to maintain strict confidentiality

**Responsibilities**

- Prepare and maintain subledgers
- Monthly bank and credit card reconciliations
- Reconciliation of monthly expense reports
- Monitor and reconcile incoming donations between QBO and our internal CRM
- Organize documentation for incoming and outgoing funds
- Prepare accounts payables runs and coordinate with management for approvals
- Recommend month end journal entries
- Assist with annual audit requirements
- Ad hoc reporting and analysis as needed

**Compensation**

Minimum 20 - Max 40 hour weeks with compensation based on relevant experience (full work weeks required during year end)

**How to Apply:**

If you have a passion for international development and want to further the mission of Ally, please email a cover letter and resume to Nikki Routley at [nikki@allyglobal.org](mailto:nikki@allyglobal.org) with the subject line "Re: Application - Sr. Bookkeeper"