

BOOKKEEPING VOLUNTEER



ABOUT THE ROLE

This role maintains and monitors Linguæ Christi's financial records. Chief tasks include allocating expenses and donations and keeping track of the charity's financial accounts. There are two primary groups of transactions to monitor: funds and short-term teams. The former tracks transactions according to the specific project to which they're allocated, including several restricted funds. The latter tracks the donations for and expenses of individual short-term teams.

ESSENTIAL TASKS

- Reconcile all transactions by matching receipts to expenses and allocating them to the appropriate expense category and fund
- Create invoices to match the donations we receive
- Share payment information for invoices with donors and monitor for payment
- Allocate individual and batch donations to the appropriate funds
- Make bill payments and process expense reimbursements
- Create budgets for short-term service projects and the relevant invoices
- Provide funds for short-term service projects, including petty cash
- Monitor budgets for short-term teams on the field
- Monitor petty cash receipts and match to the appropriate team
- Balance petty cash ledger with receipts and change at intervals and end of project and provide the appropriate forms and signatures

IMPORTANT TASKS

- Monitor exchange rate and move funds when favourable, weighed against transaction fees and expected expenses
- Research payment costs and options for best rates at POS
- Redesign invoices as thank you emails to supporters (in conjunction with donor management role)
- Create automated thank you messages when donations are received

HOURS PER WEEK

- 2-3 hours per week normally
- 4-8 hours per week when dealing with short-term projects directly or with their budgets and/or expenses
- These hours will grow in the event we receive more donations or field more teams.

ABOUT THE BOOKKEEPER

EDUCATION AND TRAINING

- Education or experience in accounting or business is ideal.
- Knowledge of basic Excel functions is required.
- Experience with accounting software (like QuickBooks or Xero) is desirable, but this can be learned as well.

SKILLS AND GIFTS

- Comfortable working in front of a computer
- Values good data entry
- Good attention to detail
- Willingness to learn new systems and practices
- Can work independently

INDUCTION AND SUPPORT

Aside from a general introduction to Linguæ Christi's mission and team, this role will require six hours of induction on the following topics:

- Learn about Linguæ Christi's financial accounts and the flow of funds (1)
- Xero accounting software tutorials (2)
- Apply tutorial knowledge to allocate transactions in Xero (1)
- Walk through current expenses, regular donations, and expected transactions for the next six months (1)
- Look at Important Tasks and map out points of collaboration (1)

This role will be supported by Linguæ Christi's Honorary Treasurer and will collaborate with personnel and volunteers involved in advancement and donor management as well as those leading short-term teams. Please contact info@linguaechristi.org for more information.