



Job Role: Bookkeeper and Payroll Administrator, part-time
Location: Red Deer, Alberta

ABOUT US:

The Central Alberta REALTORS® Association (CARA), is where excellence in organized real estate is our standard. Established in 1957, CARA stands as a beacon of professionalism in the dynamic world of real estate. With over 550 licensed real estate professionals, our association forms a vibrant community of brokers and agents, all dedicated to serving Central Alberta with integrity and expertise.

At CARA, we're not just a professional trade organization; we're a family of passionate individuals committed to shaping the future of real estate in our region. Our mission is clear: to empower our members with the tools and information they need to excel, while tirelessly advocating for their interests and those of the clients they serve.

But we're more than just a collection of professionals; we're leaders. Through our unwavering dedication to Realtor® professionalism, we continually elevate the standards of our profession and positively impact the communities we call home.

THE OPPORTUNITY:

We are seeking a detail-oriented and highly organized part-time Bookkeeper and Payroll Administrator to join our team. The ideal candidate will be responsible for managing all aspects of our bookkeeping, payroll processing, and financial record-keeping. This role requires expertise in Payworks, MSi and Sage software, and experience in handling both accounts receivable and payable, payroll, and financial reconciliation.

KEY RESPONSIBILITIES:

As the Bookkeeper/Payroll Admin, you will be responsible for:

Bookkeeping:

- Record financial transactions accurately and timely in the accounting system.
- Reconcile bank statements and credit card accounts.
- Manage accounts receivable and accounts payable.
- Prepare and process invoices, bills, and payments.
- Maintain and update general ledger accounts.
- Generate financial reports, including balance sheets, income statements, and cash flow statements.
- Ensure compliance with accounting standards and regulations.

Payroll:

- Process payroll for all employees, ensuring accuracy and compliance with local, state, and federal regulations.
- Prepare and distribute payroll checks or direct deposits.
- Maintain payroll records and employee files.
- Calculate and remit payroll taxes and other deductions.
- Handle employee queries related to payroll matters.

Financial Reconciliation:

- Perform monthly, quarterly, and annual reconciliations of bank accounts and other financial accounts.
- Review and reconcile discrepancies in financial records.
- Ensure accurate and timely recording of all financial transactions.

Tax and Compliance:

- Prepare and file required tax documents and ensure timely remittance of taxes.
- Assist with the preparation of annual tax returns.
- Stay updated on changes in tax laws and regulations.

Financial Reporting and Analysis:

- Assist in the preparation of budgets and financial forecasts.
- Analyze financial data to identify trends and provide insights.
- Prepare reports for management and stakeholders as required.

Administrative Duties:

- Maintain organized and accurate financial records.
- Respond to financial inquiries from management and other departments.
- Assist with audits by providing necessary documentation and support.
- Support other administrative tasks as needed.

QUALIFICATIONS:

- 5+ years of proven experience as a Bookkeeper, Payroll Administrator, or similar role.
- CPB Certification is an asset.
- Strong understanding of accounting principles and practices.
- Proficiency in accounting software (e.g., Sage, Quickbooks, etc.) and Microsoft Office Suite, especially Excel.
- Proficiency in payroll software, ideally Payworks.
- Excellent organizational skills and attention to detail.
- Ability to handle confidential information with integrity.
- Strong communication skills, both written and verbal.

- Knowledge of provincial and federal payroll and tax regulations.

WHAT WE OFFER:

At CARA we truly value each and every member of our team. To recognise your contributions we provide the following benefits:

- Extended Health
- Employee Life Insurance including dependent life.
- AD&D Coverage
- Dental coverage
- Short- and Long-term Disability coverages
- Health Spending Account
- EAP / Health & Wellness Benefits program upon successful completion of their new-hire probationary period.

The Benefits programs, including the RRSP matching program are subject to change.

Please apply to **Sally Shaxted, CCP.CA** through 2waystreetconsulting@gmail.com

As a diverse and inclusive employer, we encourage all qualified and interested candidates to apply by **July 26, 2024**.

While we sincerely appreciate all applications, only candidates selected for interview will be contacted.