



Bookkeeper

Part-time (see note)
Open until filled

Repercussion Theatre is seeking a bookkeeper to spend a few hours per month updating the company's financial records. Reporting to the General Manager (GM), the bookkeeper will:

- Enter revenues and expenses into Quickbooks Online
- Enter payroll amounts into Quickbooks Online
- Prepare monthly reconciliation reports
- File quarterly GST/QST reports
- Calculate CEWS and CERS subsidy amounts
- Prepare annual CNESST salary declaration report
- Assist the GM with payroll analysis for CNESST pay equity requirements
- Prepare end-of-year reports to share with the auditor
- Be available during the annual audit to help answer questions
- On request, prepare and print cheques

Experience in the non-profit/charitable sector an asset. The majority of work can be done remotely, with occasional office visits requested. The bookkeeper will be given read-only access to the necessary online accounts to facilitate remote work. Hourly rate to be negotiated. Applications can be sent attention to the General Manager, Linnea Jimison, at linnea@repercussiontheatre.com.

Note: Repercussion workload is estimated at 5-8 hours per month. Qualified candidates who are looking for more hours can be connected with our colleagues at other Montreal theatre companies seeking a bookkeeper.