
22.04.2022

Studio Bookkeeper

Applications due on: **Thursday April 28th, 2022**

58 Lansdowne Ave, Toronto, Ontario M6K 2V9
647 477 7474 www.thepublicstudio.ca



About Us

The Public is an activist design studio specializing in changing the world. We are a community-centred, social justice design studio that works alongside non-profits, grassroots organizations, and other progressive initiatives. Our small studio is made-up of designers, artists, educators, and organizers based in Toronto, Ontario, Canada. To learn more about us and see our work visit thepublicstudio.ca.

Job description

The Bookkeeper manages the day-to-day finances of our small organization. We have a physical studio space at 58 Lansdowne Avenue and have been operating (primarily) remotely since 2020.

The Public is looking for an individual who has experience as a bookkeeper working with small- to mid-size arts and/or activist organizations.

The qualified candidate will work part-time for a total of one day a week, preferably on Fridays, or two half-days, including Friday mornings, when we meet in-person (masked).

Duties and responsibilities (Bookkeeper-specific)

- Manage all bookkeeping operations
- Keep all financial systems up-to-date
- Prepare, manage and execute monthly financial tasks outside of the office (eg.bank deposits)
- Maintain project payment schedules in collaboration with project managers
- Record all transactions on Quickbooks
- Bank Reconciliations
- Payroll
- Create, track and send invoices
- Track payables and receivables
- Deposit cheques at the bank
- Pay and remit monthly tax payments (Source deductions and HST/GST)
- Oversee money-flow in a dedicated and efficient manner
- Develop and implement systems for project budgeting
- Prepare monthly budgets: current and projected
- Prepare weekly financial reports
- Liaise with Accountant to process annual Year End Income Tax payment

Studio-level (shared commitments as a studio)

- Reception (when in studio)
- Relationship-building

Required Skills

- Excellent organizational skills
- Knowledge of Quickbooks
- Knowledge of Canada Revenue Agency's monthly deductions
- Eye for detail
- Strong teamwork, communications, and interpersonal skills
- Anti-oppression analysis
- Proficient in Word and Excel

Required Education/Experience

- Bookkeeping experience,
- Demonstrated experience managing numbers and budgets in a timely fashion
- Demonstrated experience working diligently on your own
- Demonstrated experience managing databases

Reporting lines: The Bookkeeper reports to the Owners, Sheila Sampath and Nat Saavedra.

Progress review: Check in with Sheila and Nat in every 3 months

Compensation: \$202.50/week (\$27/h for 1 x 7.5h days), before EI and CPP deductions, paid monthly.

Work Schedule: The standard hours of work are 7.5 hours/wk. The employee will be compensated for work time that exceeds standard hours with lieu time.

Application timeline

Employment start date – **Week of May 9th, 2022**

Employment end date – **Permanent**

Position title – **Bookkeeper**

Interview dates – **Week of May 2nd, 2022**

To apply:

Please send a cover letter and resume addressed to people@thepublicstudio.ca by end of day Thursday April 28th, 2022. Candidates selected for an interview will be compensated \$81 (1hr interview with 2hrs preparation, at the rate of pay for the position) for their time.

The Public's work is rooted in values of equity and anti-oppression. As a studio made up of queer, trans, and racialized identities, we welcome applications from folks who understand the need for different relational ways of working, and who share our vision for a better world.

Please send any questions to people@thepublicstudio.ca