



**peers**

VICTORIA RESOURCES SOCIETY

## **Bookkeeper (Contracted Position)**

Peers Victoria is a multi-service grassroots agency that has been working with and for Victoria sex workers for over 20 years. Through direct service delivery and partnerships, Peers provides an array of outreach, harm reduction, and wellness support services. We maintain a welcoming and accessible service environment that promotes the empowerment of current and former sex workers. As an agency we believe in supporting the community through non-judgemental, client-centered services.

Reporting to the Executive Director, the Bookkeeper will provide payroll, finance, and accounting services to support Peers Victoria Resources Society. This role is the backbone of the organization, providing financial literacy support to the team and stakeholders. The successful candidate will be responsible for day-to-day financial operations (such as payroll, invoices, expenses), as well as budget preparation and monitoring, report writing, and the annual review and audit of Peers Victoria's financial state. Previous experience in the nonprofit sector is an asset as this position will be required to monitor budgets for funding of the agency.

*It is essential that the successful candidate not only aligns with the core values of the organization, but also welcomes new experiences with open arms.*

### **Specific duties for this position include:**

- Performs and maintain day-to-day financial operations;
- Provides payroll services to more than 50 employees;
- Liaises with accountant for year end financial update;
- Works with staff to manage expense payments;
- Supports accountant in preparation of necessary financial documentation;
- Prepares monthly reports for board members and liaise with treasurer;
- Provides financial data when creating budgets for grant applications;
- Oversees security of financial efforts; and
- Works with the executive director to ensure the organization adheres to program budgets.

### **Skills/Qualities:**

- Previous experience as a bookkeeper is essential;
- Experience with Quickbooks and Sage is essential;
- Working in the nonprofit sector is an asset;
- Ability to use office management software including Outlook 365, Excel, and Word for the purpose of program record management and basic document creation;
- Approachable, non-judgmental, empathic, and calm in conflict or crisis;
- Strong interpersonal skills and collaborative, team oriented, ethical service approach
- Strong organizational and time-management skills;
- Commitment to ethical service delivery including, but not limited to: maintaining confidentiality, and addressing conflict of interest & conflict resolution.



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**Job details:**

- Pay is \$32-\$40 per hour depending on experience
- Contracted position
- Pay based on experience and credentials
- **15 hours per week starting, 3 hours on location is mandatory**
- Vulnerable Sector Criminal Record Check required.

If you are interested in this employment opportunity, please submit a resume and a covering letter that summarizes your relevant experience and skills to [careers@reimaginework.ca](mailto:careers@reimaginework.ca). The position will remain open until the ideal candidate is found.

*Applications from individuals with direct experience in any aspect of the sex industry are especially welcome.*

*Peers Victoria is an inclusive employer, and values diversity in our team. We especially welcome applications from members of historically marginalized groups, including women, BIPOC, LGBTQ2S+ individuals, and people with disabilities. We are committed to ensuring our application process is accessible and barrier-free. If you require accommodations during the recruitment process, please reach out. All correspondence is confidential.*