

Volunteer Description: Bookkeeping Support Volunteer

Reports To: Finance Coordinator

Overall Purpose: *Power To Be* is a local non-profit organization that empowers people living with disabilities or barriers to explore their limitless abilities through inclusive adventures rooted in nature. The Operations team collectively works to further the impact and objectives of the organization through administration, internal operations and finance.

The role of a *Power To Be* Bookkeeping Support Volunteer is to assist with support in the areas of finance. The Bookkeeping Support Volunteer will assist the Finance Coordinator by providing support through various monthly bookkeeping tasks.

SPECIFIC VOLUNTEER RESPONSIBILITIES:

The Bookkeeping Support Volunteer will:

- Utilize *Power To Be*'s bookkeeping system to post expenses
- Provide administrative support through receipt organization and filing
- Support with other various tasks in support of the Finance department
- Be in regular communication with the *Power To Be* Finance Coordinator and the Volunteer Services Coordinator
- Adhere to the Participant Protection Policies, Code of Conduct and Financial Controls Policy
- Contribute to a positive and dynamic working culture
- Perform other related duties as required

Requirements: The Bookkeeping Support Volunteer is expected to be personable, organized, and able to work well in a team environment. The successful candidate will have related work or educational experience in bookkeeping and/or finance. As per the Ministry of Justice requirements, volunteer positions with *Power To Be* are contingent on a successful criminal record check.

Assets: The ideal candidate enjoys an active lifestyle and has aligning values with *Power To Be*. Previous work experience with non-profit administration, accounting, or bookkeeping is an asset but not required.

Location: Victoria, BC

Reports to: Finance Coordinator

Term and hours: Flexible depending on applicant. Minimum 2-4hrs/week, 2-3 month commitment

Application: Please send an email expressing your interest by April 29th, 2018

Contact: Volunteer Service Coordinator, Ashleigh Hawes at ahawes@powertobe.ca.