



Job Title: Bookkeeper & Payroll Administrator

Reports to: General Manager

Location: St. Francis Retreat Centre

Job Type: Part-time (10 hours per week)

Position Overview: The Bookkeeper & Payroll Administrator will be responsible for overseeing financial records and processing payroll for staff at the Retreat Centre. The role ensures accurate and timely management of financial operations, including bookkeeping, payroll, and compliance with financial regulations.

Key Responsibilities:

- **Bookkeeping:**
 - Record day-to-day financial transactions using accounting software.
 - Maintain accurate ledgers and reconcile bank statements.
 - Track income and expenses related to the operations of the Retreat Centre.
 - Prepare monthly, quarterly, and annual financial reports for management.
 - Process invoices, track payments, and manage accounts payable/receivable.
- **Payroll Management:**
 - Process payroll for all employees, ensuring timely and accurate payments.
 - Maintain payroll records, including taxes, benefits, and deductions.
 - Calculate and process employee hours, wages, and overtime.
 - Ensure compliance with tax obligations and other relevant laws.
 - Generate and distribute payslips and manage any payroll-related queries.
- **Financial Reporting:**
 - Prepare and submit financial summaries for management review.
 - Assist in the preparation of budgets and forecasts.
 - Ensure compliance with financial regulations and standards.
- **Compliance:**
 - Maintain compliance with applicable local, state, and federal financial laws.
 - Manage safeguarding records, compliance and all related processes and documentation.
 - Assist with annual audits and ensure proper documentation is available.
 - Keep up-to-date with changes in payroll laws and tax obligations.

Qualifications:

- Proven experience as a Bookkeeper, Payroll Administrator, or similar role.
- Proficiency with accounting and payroll software (e.g., Xero, Smartly etc.).
- Strong understanding of bookkeeping and payroll principles.
- Knowledge of tax laws and compliance requirements.
- Excellent attention to detail and organizational skills.
- Ability to work independently and manage multiple tasks within a limited timeframe.

Preferred Skills:

- Experience working in a non-profit or retreat setting.
- Familiarity with budget management and forecasting.
- Strong interpersonal communication and problem-solving skills.

Working Hours:

- 10 hours per week (Flexible scheduling available, on-site at St Francis Retreat Centre).