



TEMAGAMI  
COMMUNITY FOUNDATION

P.O Box 338  
Temagami, ON P0H 2H0  
Telephone 705-569-3737  
[info@temagamicommunityfoundation.com](mailto:info@temagamicommunityfoundation.com)  
[www.temagamicommunityfoundation.com](http://www.temagamicommunityfoundation.com)

## Employment Opportunity: BOOKKEEPER

The Temagami Community Foundation (TCF) is seeking to fill the position of Bookkeeper. This position is part time with hours varying throughout the year depending on the workload at any given time. Work hours during the summer are expected to be longer to support various fund-raising and other events. If you are interested in becoming involved in the Temagami community, then working with the Temagami Community Foundation would be a great way to do so. **Please apply by July 31, 2022.**

The TCF is a charitable organization founded twenty-one years ago whose mission is to cooperatively and actively nurture and care for the place we know as Temagami-the land and its inhabitants-for today and the future. We raise money through donations and fund-raising events and make grants to not for profit organizations in the Temagami Community. Over \$460,000 has been granted out to date. The volunteer board of directors has representatives from the Temagami Indigenous Community, permanent residents of Temagami, and seasonal residents of Temagami.

Some of the **key duties** of the position are listed below:

<b>Bookkeeper</b>	<ul style="list-style-type: none"><li>• Must be familiar with Quickbooks</li><li>• Reconciling bank accounts</li><li>• Assisting auditor with year-end by providing all necessary documentation</li><li>• Applying for grants and completing related required post-grant reporting</li><li>• Processing all invoices</li><li>• Completing payroll</li><li>• Truck N Boat Lottery license application, financial recording, and required reporting</li><li>• Processing and administering donation receipts</li><li>• Managing all required government portals such as Source Deductions, HST, WSIB, etc.</li></ul>
-------------------	--

**Applications should be directed to the Temagami Community Foundation at [info@temagamicommunityfoundation.com](mailto:info@temagamicommunityfoundation.com) by July 31, 2022**