

## Volunteer Bookkeeper

### Join Our Team!

Prince Edward Point Bird Observatory (PEPtBO) is seeking a dedicated local volunteer to support our bookkeeping needs. This is an excellent opportunity for someone passionate about conservation and skilled in financial management to make a meaningful impact.

### Key Responsibilities:

- Maintain accurate financial records and ledgers
- Process bank deposits and invoice payments
- Handle payroll for 4 employees
- Reconcile bank statements and Square sales reports
- Assist with monthly financial reports and annual budget preparation
- Support the treasurer in financial oversight

### Skills and Qualifications:

- Experience in bookkeeping or accounting
- Expertise with QuickBooks Desktop software
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality
- Local resident (for occasional on-site needs)

### Commitment:

- Estimated workload: 10-20 hours per month
- Flexible schedule, primarily remote with occasional in-person tasks

### About PEPtBO:

PEPtBO is a conservation organization that studies, monitors, and reports on the migration, breeding patterns and ecosystems of birds throughout Prince Edward County. Our work protects birds and their habitat through research, advocacy, and education. Annual operating budget: \$200,000

### How to Apply:

Submit a brief cover letter and CV to [treasurer@peptbo.ca](mailto:treasurer@peptbo.ca)

Questions? Contact [treasurer@peptbo.ca](mailto:treasurer@peptbo.ca)