

Salt Spring Centre of Yoga
355 Blackburn Road
Salt Spring Island, BC
V8K 2B8



Job Title: Bookkeeper
Reports To: HR & Finance Coordinator
Organization: The Salt Spring Centre of Yoga
Location: Salt Spring Island, British Columbia, Canada

About Us

The Salt Spring Centre of Yoga (SSCY) is a non-profit educational and spiritual retreat centre dedicated to teaching and promoting the core principles of yoga, which embody peace, resilience, and belonging. SSCY is the keystone project of the Dharma Sara Satsang Society, founded by students of Baba Hari Dass in 1974. In harmony with yogic philosophy, the Society aims to foster the personal search for inner peace and spiritual fulfillment. Through *sadhana* (spiritual practice), *karma yoga* (selfless service), and *satsang* (supportive community), we aspire to create an environment for the attainment of peace. We value harmonious living with ourselves, our community, and the land we inhabit, and achieve that harmony through daily yogic practice.

About The Role

With the support from the Finance Coordinator, Executive Pod, and the Dharma Sara Satsang Society Treasurer, the Bookkeeper is responsible for the data entry and balancing of Accounts Receivable and Payable, bank deposits, and the administration of semimonthly payroll. Other tasks include reporting and tax remittances, reconciliations, monthly internal reporting, and assisting with year-end inventories.

It is important for supporting alignment and integration within our community that all members of our team, including paid positions and volunteers, regardless of whether they take up residence on the land, share a common aim and inclination towards living a yogic lifestyle, and applying the principles of yoga in everything we do.

Key Responsibilities

Daily Operations

- Receive and post incoming money and post-dated cheques; deposit into bank.
- Track A/R files using monthly debit and credit reports from QuickBooks.

- Record and pay invoices/bills and expense reimbursements.
- Submit monthly A/R aging summary to the Finance Coordinator.
- Assist area Coordinators with budget expense tracking.
- Verify statements on Vendor accounts.
- Reconcile credit card statements, bank accounts, payment collection and disbursement services (Stripe, Square, Netbanx, Paysafe, etc.), and others as required.
- Assist office staff and Board of Directors as required
- Balance various cash floats as required.

Payroll

- Complete all semimonthly payroll system and QuickBooks entries.
- Create and submit employee ROEs.
- Maintain accurate payroll records.

Taxes and Year End

- In conjunction with office staff and kitchen staff, ensure annual Jai Store merchandise inventory and kitchen inventory are completed, and entries made in QuickBooks.
- Prepare and submit annual T4 submissions.
- Prepare and submit annual GST filing and quarterly installments to CRA.
- Prepare and submit monthly PST filings to Ministry of Finance.
- Pay and record GST & PST remittances in QuickBooks.

Other Related Duties

Relationship Building

- Carry out regular, effective, open communication with all staff and volunteers in a manner that is inclusive and addresses diverse communication styles and preferences. (i.e. group meetings, one-on-one discussions, written or verbal feedback, etc.)
- Maintain confidentiality by ensuring all files and information are secure, and by conducting all business in a professional, respectful manner.

Community Involvement & Centre Stewardship

- Contribute to our shared responsibility of supporting community operations, including with dishwashing and cleaning during peak program times such as retreats, programs, celebrations, ceremonial gatherings, etc.
- Lead by example, embodying the Centre's core aim and commitment to yogic principles in how one interacts and conducts themselves, in and beyond their functional duties.

About You

- A genuine interest and active engagement in yogic principles and lifestyle.
- A desire and willingness to participate in collaborative leadership; experience working in sociocracy or other collaborative governance models considered an asset.
- Strong interpersonal skills, with an ability to relate to a wide variety of personalities and build strong, sustainable relationships.
- Capacity for deep, open listening and clear communication, both written and verbal.
- A demonstrated ability for creative problem solving and innovative thinking.
- Aptitude for adaptability, agility, and a proactive mindset.
- Strong soft leadership skills - including the ability to inspire, motivate and coach staff and volunteers to bring out the best of who they are and what they have to offer.
- Strong organizational, problem solving, and time management skills.
- Ability to maintain discretion and confidentiality.

Working Conditions

Start date: Immediately.

20-40 hours per month. As the nature of this position is to be responsive to the needs of the retreat programming schedule, a specific schedule of work hours is not guaranteed.

At least 50% of hours must take place in-person at the Salt Spring Centre of Yoga.

Qualifications

Demonstrated experience with QuickBooks.

Proficient in accurate bookkeeping using the accrual accounting methodology.

Ability to present financial information to an audience with varying degrees of financial knowledge

Proficiency with Humi, Float, Square, and Stripe is an asset.

Legally able to work in Canada.

Compensation

\$30 per hour. 5 Flex Days and 5 Wellness Days annually.

Access to weekly classes, teachings, and Centre-sanctioned events and offerings.

Application Process

If you are passionate about supporting an organization working to foster an environment for the attainment of peace, and contributing to the legacy of love, service, and sanctuary, we invite you to apply via [the application form on our website](#).