



Based in Victoria, Canada, AGC is a not-for-profit organization dedicated to improving the working conditions, opportunities, environment and health of the millions of people involved in Artisanal and Small-Scale Gold Mining in the developing world. The AGC helps to improve the global gold sector by promoting better practices in artisanal mining through technology transfer, education, policy advocacy, business development, and awareness raising. The AGC consists of a core staff, associates and a Board of Directors specializing in areas of artisanal mining, geology, economics, environmental and resource science, sustainable development, social responsibility, human and environmental health, gold trading, and gold production and extraction. For more information about the AGC and its projects, please visit [www.artisanalgold.org](http://www.artisanalgold.org)

The AGC is looking for a **Senior Bookkeeper**. Reporting to the Manager of Finance, this person will have the ability to work on multiple projects. AGC is looking for a self-starter who can lead by example and for one who is not afraid to take initiative.

**Responsibilities:**

- Track project budgets utilizing multiple currencies
- Compile monthly actual vs budget project variance reports
- Analyze data reports
- Process A/P and A/R
- Oversee our payroll service
- Assist with HR
- Reconcile and balance GL accounts on a monthly basis
- Reconcile bank accounts
- Prepare year end working papers for financial statement preparation
- Prepare year end working papers for audits

**Experience:**

- Minimum 10 years progressive experience in an accounting office environment with international currency tracking considered a strong asset
- Advanced knowledge of A/P, A/R, general ledger and payroll procedures
- Demonstrated ability to manage multiple priorities with high degree of independence
- Ability to learn quickly
- Excellent organizational and time management skills
- Team oriented with strong communication skills
- Experience with accounting software, preferably Sage 50

**Qualifications:**

- Possess an accounting Diploma/Degree (or equivalent education/experience)

- Proficient working knowledge of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS)
- Demonstrate strong excel skills

### **Language**

- Fluency in written and spoken English is required. Speaking, reading and/or writing in French, Spanish, or other languages relevant to our work will be considered a strong asset.

To apply to this position please send a cover letter and resume, in English, stating the job title in the subject line to [careers@artisanalgold.org](mailto:careers@artisanalgold.org).