



# Pawsitive Match Rescue Foundation

## TAX SPECIALIST

### The Role

<b>Location</b>	Remote	<b>Reports To</b>	Treasurer
<b>Weekly Time Commitment</b>	2-5 hrs, variable	<b>Direct Report(s)</b>	N/A

The Tax Specialist ensures accurate and timely issuance of tax receipts for donations of Pawsitive Match, playing a key role in donor relations and compliance. They maintain organized records, verify donation details, and process receipts in accordance with CRA guidelines. Additionally, they provide support for donor inquiries and work closely with the finance team to ensure accuracy.

### The Responsibilities

- Prepare monthly donor reconciliations
- Maintain donor master records
- Prepare tax receipts in accordance with CRA regulations
- Correspond with donors (thank you emails, follow up etc)
- Data entry of donations received through Paypal, Square, Quickbooks

### The Person

- Detailed orientated
- Accuracy with data entry
- Positive attitude and willingness to learn
- Familiarity with Donor Impact, Google Workspace
- Ability to work on a deadline



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### Experience & Qualifications

- Experience with CRA regulations
- Accounting background is required
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Administrative Skills – Finance is an asset.
- Professional Writing Skills/Experience is an asset.