



Hamilton, ON

Bookkeeper – Permanent Part Time

An Indigenous Non-Profit organization requires a part time Bookkeeper in Hamilton, Ontario. This role will report to the Board of Directors and be responsible for the following duties:

Responsibilities:

- Prepares financial statements and reporting for funding applications
- Create and analyze financial reports and ensure legal requirement compliance
- Process accounts payable and receivables; manage invoices and payments; bank deposits
- Record all incoming and outgoing funds accurately to ensure financial records are maintained
- Assists in the preparation of annual budgets
- Records day to day financial transactions and completes the posting process
- Verifies that transactions are recorded in the correct day book, suppliers' ledger and general ledger
- Prepares the books to the trial balance stage
- Keeps management informed by reviewing and analyzing special reports; summarizing information
- Responds to enquiries from internal and external stakeholders as required
- Prepares the books to the trial balance stage
- Achieves financial objectives by preparing an annual budget, scheduling expenditures; analyzing variances; initiating corrective actions

Requirements:

- Post -secondary degree in Accounting or Finance is required; CPA designation an asset
- Previous experience working for a non-profit or charitable organization
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Experience with office management software e.g. MS Office (Word, Excel)
- Strong organizational skills with a problem-solving attitude
- Effective attention to detail and a high degree of accuracy
- Excellent written and verbal communication skills
- High level of integrity, confidentiality, and accountability

To Apply:

Please email your resume including a cover letter detailing your ties to our Indigenous community.

Forward to the attention of: Jody NADEAU

apply@oigroup.ca

Telephone Enquiries: 519.752.2230 ext. 227