

Start Me Up Niagara

Part-Time Bookkeeper



TYPE OF POSITION:	Contract (Based on Funding)
REPORTS TO:	Executive Director, Board of Directors
CLOSING DATE:	Open
RATE OF PAY:	To be Negotiated

Position Summary:

Start Me Up Niagara is home to a dedicated team who strive to provide encouragement, support, and assist with the immediate needs of person's struggling with significant life challenges. Many of these adversities include: mental health issues, addictions, homelessness, and poverty.

Job Description:

Start Me Up Niagara is seeking a detail-oriented and highly organized Part-Time Bookkeeper to join our team, hours are 14 per week. As a Bookkeeper, you will be responsible for maintaining full-cycle, accurate financial records and providing financial reports to the Treasurer of the Board of Directors.

In this role, you will play a vital part in ensuring the financial health of our organization by recording all financial transactions, reconciling bank statements, and generating financial reports, including Grant management. Your attention to detail and strong analytical skills will be key in identifying discrepancies and resolving any issues that may arise. Additionally, you will have the opportunity to work closely with various stakeholders, including vendors and staff, to ensure smooth financial operations.

Key Responsibilities:

- Manage all aspects of accounts payable, including processing invoices, payments, reconciling statements, and coordinating payments.
- Reporting to the Board of Directors
- Prepare and present financial forecasts to the Board of Directors to support strategic decision making
- Handle accounts receivable, including but not limited to tracking payments and resolving payment discrepancies
- Prepare and record deposits
- Record and maintain accurate financial transactions in the general ledger
- Conduct monthly bank reconciliations and resolve discrepancies
- Preparation of financial statements and reports, such as balance sheets, income statements, and cash flow statements
- HST filings
- Process Bi-Weekly payroll in house.
- Ensure compliance with financial regulations and internal policies
 - Provide support during yearly audits with an external Accountant.
 - Participate in the development and implementation of financial controls and procedures
 - Assist in the budgeting and forecasting budgets, including reviewing expenses and identifying areas for improvement

Requirements:

- Proven experience as a Bookkeeper or similar role
- Experience in Bookkeeping for nonprofit
- Strong knowledge of accounting principles and practices, particularly in a not-for-profit environment
- Ability to multi-task and shift priorities
- Proficient in using Sage ERP and Oracle Netsuite, training can be provided.
- Strong attention to detail and accuracy
- Excellent analytical and problem-solving skills
- High degree of integrity and professionalism

Qualifications:

Post-secondary education in Accounting, Finance or a related field

How to Apply:

Applicants are invited to email a cover letter and resume to hr@startmeupniagara.ca with the subject line "Bookkeeper".

We thank all applicants, however only those who are selected for an interview will be contacted

Accommodation

Accommodation is provided during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

Start Me Up Niagara is an equal opportunity employer and is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations within reason due to a disability or medical need are available on request for candidates taking part in the recruitment process.