



Job Title: Part-Time Bookkeeper (Non-Profit)

Company: Start Me Up Niagara

Location: St. Catharines, ON

Job Type: Part-time

Schedule: Flexible daytime hours (25 hours/week)

Work Setting: On-site/remote

Job Summary:

Start Me Up Niagara is seeking a detail-oriented and experienced **Part-Time Bookkeeper** to support the financial operations of our community-based non-profit organization. This role is ideal for someone who is organized, values accuracy, and is looking to contribute to meaningful, purpose-driven work in a flexible, part-time position.

Responsibilities:

- Maintain accurate and complete financial records
 - Process accounts payable and receivable transactions
 - Reconcile monthly bank statements
 - Prepare financial reports, including income statements and balance sheets
 - Assist with budgeting, forecasting, and audit preparation
 - Ensure compliance with financial policies, procedures, and regulations
 - Communicate with vendors, staff, and the Board Treasurer as needed
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Qualifications:

- Previous experience as a Bookkeeper in the not-for-profit sector (required)
- Sound experience with non-profit accounting (required)
- Proficient in **Sage accounting software** (required)
- Strong attention to detail and accuracy
- Excellent time management and organizational skills

- Ability to work independently, however must have the ability to explain budget fundamentals to management team
 - High level of integrity, discretion, and professionalism
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Benefits:

- Flexible part-time schedule
 - Meaningful work in a supportive, mission-driven environment
 - Opportunities for growth and collaboration with a passionate team
 - Paid vacation, paid personal days, paid sick days and health benefits
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Why Join Us?

- Purpose-driven work that directly impacts your local community
 - Supportive and inclusive work environment
 - Opportunity to contribute your skills to a team making a real difference
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How to Apply:

Please submit your resume and a short cover letter outlining your interest in the position and relevant experience to hr@startmeupniagara.ca

We are committed to equity and inclusion and encourage individuals from diverse backgrounds to apply.

Only candidates selected for an interview will be contacted.