



GEORGIAN BAY NATIVE WOMENS ASSOCIATION

562 King St., Midland, Ontario L4R 4P3

Telephone: (705) 527 – 7043 Fax: (705) 527 – 4513

Job Opportunity: Bookkeeper

Reporting to:	Team Lead GBNWA
Terms:	Contract position until March 2024 with possible extension 32 hours a week
Wage:	\$30 per hour
Hours of work:	Between Monday to Friday 8:30 – 4:30

Job Summary

The GBNWA Bookkeeper will work under the supervision of the Team Lead/Board of Directors to provide and be responsible for bookkeeping and accounting duties involving financial record keeping and/or transactions including bank services/reconciliation, general ledger, accounts payable, accounts receivable for the efficient accounting operations of GBNWA.

Minimum Qualifications:

- Post-secondary degree or diploma in accounting and/or business administration or equivalent working experience
- Minimum 2 years successful experience in a bookkeeping role
- Training and experience in monthly/year end procedures
- Proven training and experience with QuickBooks
- Proven communication skills including verbal, written and digital
- Criminal Reference Check

Essential Duties:

- Process accounts payable/receivables, bank reconciliations and bank deposits while ensuring all expenditures are properly documented, processed, and authorized prior to payment
- Ensure documentation trail for every expenditure, decision and outcome
- Maintain an accurate e/hard filing system of financial and other records
- Preparation of monthly, quarterly, and annual fiscal financial reports
- Assist in ensuring that all financial accounts, records, and reports are audit-ready
- Maintain accurate YTD vacation/sick and lieu reconciliation with payroll records

Knowledge and Skills:

- Ability to work effectively and promptly with minimal supervision
- Ability to work as a team member

- Must demonstrate excellent judgement, be of good character, trustworthy and demonstrate/maintain professional confidentiality
- Reliable vehicle, appropriate insurance coverage and valid Ontario "G" class drivers license

CLOSING DATE: Noon on October 28, 2022

Please send cover letter, resume and three (3) references to:

**Sheri Charlebois, Team Lead
562 King Street, Midland, ON L4R 4P3**

Or by email to: riscp@gbnwa.ca