



# GEORGIAN BAY NATIVE WOMENS ASSOCIATION

562 King St., Midland, Ontario L4R 4P3

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

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## Job Opportunity: Bookkeeper

- Reporting to:** Team Lead GBNWA
- Terms:** Contract position until March 2023, with extension to March 2024  
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
- Experienced in non-profit Organization.
- 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, Payroll, 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: Until filled**

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

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

**Or by email to: [admin@gbnwa.ca](mailto:admin@gbnwa.ca)**