



Bookkeeper – Part-Time Contract

North House is dedicated to providing supports for those who are living in poverty within the communities of north Durham. North House primarily works with individuals who are homeless or at risk of becoming homeless and those living on low-income to find and maintain safe and appropriate housing in north Durham Region. Reporting to the Executive Director, the Bookkeeper is an essential position responsible to ensure that financial records are accurate. Working on a contract part-time basis, 8-12 hours per month, your bookkeeper and financial expertise will support the success of North House and its Board of Directors.

Description

A Few Things You'll Do:

Bookkeeper and Financial:

- Manage day-to-day bookkeeping tasks including accounts payable, accounts receivable, bank reconciliations and bank deposits.
- Utilize QuickBooks online accounting software to maintain accurate and up-to-date financial records.
- Assist the Executive Director with tasks supporting financial reporting and budgeting processes. These include generating detailed financial reports and assisting with the preparation of month-end closing requirements and annual audit documentation.
- Create monthly financial reports for the Board of Directors.
- Monitor cash flow and manage cash resources efficiently.
- Oversee financial aspects including donations, grants, and other funds.
- Ensure compliance with all government reporting requirements.
- Maintain confidentiality and professionalism when handling sensitive information.

You already have the following:

- Completion of post-secondary degree or diploma in Finance, Accounting, or Business Administration (or equivalent experience).
- Proficiency in MS Office Suite, intermediate to advanced Excel skills.
- Experience with QuickBooks online accounting software.
- 2-3 years of bookkeeping experience, preferably in the non-profit sector.
- Experience with customer relationship management systems (CRMs) is an asset.
- Familiarity with fund-based accounting principles is an asset.
- Strong administrative and organizational skills.
- Solid understanding of bookkeeping and accounting principles.
- Effectively manage time, demonstrating the ability to prioritize tasks efficiently.

- Excellent communication skills and the ability to foster positive interpersonal relationships.
- High standard of professionalism, accuracy, and confidentiality.
- Ability to work independently and as part of a team.

Working Conditions:

- Sit at a desk, as well as stand and walk daily, in order to perform the duties of the job
- Concentration, attentiveness and creativity required daily to attend meetings, prepare documents and reports, etc.
- Works in office and home environments
- Interacts with staff, Executive Director, Treasurer and Board of Directors
- Able to lift items as heavy as 25 lbs
- Manual dexterity required to use desktop computer and peripherals
- Must be fully vaccinated against COVID-19
- A current police vulnerable sector check is required

Location:

The North House main office is in Uxbridge and the incumbent would be required to travel to the office to pick-up invoices and financial records and meet with the Executive Director at least twice per month.

Compensation:

With an anticipated start date of September 02, 2025, the role of Bookkeeper will be filled through a competitive negotiated remuneration. No benefits are offered for this role. Please send your resume to careers@northhouse.ca. Only those candidates selected for an interview will be contacted.