



Minwaashin Lodge
Indigenous Women's Support Centre
2323 St. Laurent Blvd.
Ottawa, Ontario K1G 4J8
Phone 613-741-5590 Fax 613-748-8311
www.minlodge.com

Job Posting – Bookkeeper (female) – Full-time

(Relying on Provisions of Section 23 of the Ontario Human Rights Code)

Position reports to: Finance Manager
Location: 2323 St. Laurent Blvd. Ottawa
Work Conditions: Office setting; Low risk environment
Travel requirements: Minimal/local only
Benefits/Pension: Attractive and comprehensive benefits plan including an employee pension plan
Start Date: Immediate
Salary: \$50,000.

Under the Accessibility of Ontario and Disability Act (AODA), Minwaashin Lodge is committed to fostering an equitable, accessible, and inclusive workplace.

PRIMARY RESPONSIBILITIES

- Accounts Payable/Receivable
- Prepare and reconcile staff expense cheques
- Prepare and Report bi-weekly Payroll
- Journalize and enter payroll bi-weekly
- Prepare monthly WSIB Remittance
- Prepare financial reports for funders as needed
- Maintain/reconcile Petty Cash
- Prepare Annual GST Rebate
- Prepare annual WSIB/EHT Reconciliation
- Assist in Year End Preparation/Audit
- Scanning of documents
- Maintain all finance files
- Coverage of front desk / reception as required
- Reconciliation of Freshco receipts
- Mastercard reconciliation as required
- Other administrative duties as required

QUALIFICATIONS

- College certificate in bookkeeping or equivalent education

- Minimum 2 years' relevant work experience
- Experience using Quick Books Pro/Premier
- Proficiency in the use of Microsoft Excel
- Proficiency in the use of Microsoft Word

JOB REQUIREMENTS

- Excellent verbal and written communication skills
- Excellent skills in MS Word, MS Excel
- Able to work evenings and/or weekends as necessary
- Criminal records check within the last two years
- Current CPR and First Aid Certification
- Aboriginal Descent preferred
- Experience working for a not-for-profit agency

TO APPLY

Send a cover letter and complete resume, including 3 work-related references, to: Castille Troy, Manager, Human Resources, 2323 St. Laurent Blvd, Ottawa, ON K1G 4J8 or email to: ctroy@minlodge.com

Please note that due to the high number of resumes we receive, only those invited for an interview will be contacted. No phone calls please.