

CONTRACT OPPORTUNITY: BOOKKEEPER

Organization: Canadian Council on Invasive Species

Location: Anywhere in Canada; with high-speed internet

Hours: Part-time, flexible hours estimated 1-3 days/week

Contract (or salaried): Rate will be based on experience

Start Date: April 1st, 2022

Are you a skilled bookkeeper looking for a project you can complete during flexible hours? Are you willing to work with a virtual team and a growing organization? We could be your ideal client!

About us

The Canadian Council on Invasive Species (CCIS) is a registered non-profit organization and is the national voice on invasive species in Canada. We work collaboratively across Canada to support actions and share information that can help reduce the threat and impacts of invasive species to Canada's environment and economy.

Job Description & Responsibilities

The CCIS is looking for an experienced Bookkeeper to be responsible for payables, receivables, payroll, financial tracking, and reporting. Confidentiality, excellent organizational skills, and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, reliable and committed to consistently meeting deadlines. Specific responsibilities include:

- Completing bill payments
- Coordinating payroll twice/month
- Completing bank reconciliations monthly
- Creating regular financial statements
- Assisting with managing specific projects and project funding
- Assisting with end of year financial reporting

Qualifications and Skills:

- A minimum of 5-10 years bookkeeping/accounting experience
- Strong proven knowledge and experience with Sage Accounting software
- Excellent oral and written communication and interpersonal skills
- Attention to detail and superior organizational skills
- Ability to work as part of a team and independently
- Experience with electronic payment systems
- Experience with non-profit organizations

Benefits

- Home-based work and flexible work hours.
- Ability to work with a growing national organization

To apply, please email your resume and cover letter as a single document to coordinator@canadainvasives.ca with “Bookkeeper” as the subject line. Only those selected for interviews will be contacted.

Application Deadline: March 24th, 2022, 4:00 pm EST.