

**Bookkeeper**  
**Permanent, Full-Time**  
**Manitoulin Family Resources**

Due to an upcoming and well-deserved retirement, Manitoulin Family Resources requires one Bookkeeper for its finance department. Reporting directly to the Head of Finance and the Executive Director, the Bookkeeper will accurately and efficiently administer the financial transactions of the agency.

Major Responsibilities:

- Oversee the day-to-day financial operations within the agency
- Maintain and administer all data entry and financial functions i.e., accounts receivable, accounts payable, payroll, remittances, T4 statements, etc.
- Maintain accurate reconciliations with respect to finance, including but not limited to, donations, child care billing
- Prepare and submit statistical reports for a various funders, including Ontario Health and the District Services Board

The successful candidate will have:

- Post-Secondary Diploma in bookkeeping, with 2-5 years successful work experience
- Working knowledge of accounting principles
- Must have demonstrated experience with the use of computer software (i.e., Sage 50, Excel, Word,)
- Working knowledge of finances and office procedures
- The ability to work on multiple projects while adhering to tight deadlines
- Excellent interpersonal skills that enable the Bookkeeper to clearly and effectively communicate with other employees and the general public
- Successful candidate must provide a clear VSS and proof of Covid-19 vaccination

Work will generally be performed between the hours of 8:30 and 4:30, Monday to Friday, from the main office located in Mindemoya. A comprehensive benefits' and vacation package is extended to all full-time positions. This position is part of the management team of MFR and outside the bargaining unit.

Please forward application, including cover letter and resume, to:

Denise Leblanc  
Executive Programs' Assistant  
Manitoulin Family Resources  
[dleblanc@mresources.net](mailto:dleblanc@mresources.net)

Closing date: Friday, November 25, 2022 at 4:00 p.m.

Manitoulin Family Resources welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

*We thank all applicants for their submissions, only those selected for an interview will be acknowledged.*



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