

Job Posting

Position: Bookkeeper

Reports to: Manager, Finance

Job Status: Permanent, Full time

Language Requirement: Bilingualism - Asset

Location: Ottawa, ON (Imperative)

Posting Date: July 28, 2025

Reply Deadline: August 14, 2025, at 4pm EST

Salary Range: \$55,000 - \$65,000

Position Summary

United Way Centraide (UWC) is Canada's leading network of local community builders empowering people to make lasting social change in their community. With a presence across Canada, serving over 5000 communities, our federated network of local United Ways and Centraides meet community needs and tackle the toughest social issues. Our vision is that everyone in every community has the opportunity to reach their full potential. Located in Ottawa, United Way Centraide Canada (UWCC) is the national office that provides leadership and services to UWC members across the country.

Reporting to the Manager, Finance, and working with the Vice President, Finance, the Bookkeeper is responsible for the day-to-day full cycle accounting administration in a networked QuickBooks environment and assisting with the overall effectiveness of financial and accounting operations, budgeting, banking, cash flow forecasting and financial reporting.

This role requires the ability to work independently, able to prioritize work to deliver on deadlines, have an exceptionally strong attention to detail and be able to adapt to changes and the unexpected. You will be operating in a highly collaborative environment with a small passionate team that serves the UWC Movement across Canada.

Duties and Responsibilities

- Timely entry of accounting transactions in QuickBooks accounting system
- Timely processing of Accounts Receivables and Payables
- Processing of Staff, Volunteer and Member expense vouchers
- Processing of bank deposits
- Working to monthly, quarterly and annual finance deadlines
- Working with Managers to ensure accuracy of financial transactions
- Interacting with vendors and UWC member offices, across Canada, on financial administrative matters (eg: Dues, invoices, payments, EFTs, etc.)
- Working as part of the team on the delivery of services to member offices
- User maintenance on Corporate Travel and Expense systems
- Aiding UWC offices making use of the online credit card donation platform
- Assisting with the preparation of annual audit working papers, provide fieldwork support and assist with the review of audited financial statements
- Provide support for special projects and initiatives as required

Minimum Requirements

Education:

- Post-secondary education related to Accounting is required
- Previous accounting/bookkeeping training is required

Experience:

- Minimum of 2 years' experience with hands-on day-to-day accounting tasks and responsibilities

Skills / Knowledge

- Prior experience with full-cycle accounting administration or bookkeeping
- Proficiency with QuickBooks is an asset
- Demonstrated experience with Microsoft Office – Excel, Word, PowerPoint, Outlook
- Demonstrated ability to improve work effectiveness/efficiency through process improvement
- Ability to explain accounting requirements to non-accounting managers and staff
- Solid understanding of accounting administration principles including debits/credits, accounts receivable cycle and accounts payable cycle
- Data entry skills and demonstrated efficiency
- Customer service attitude, strong communication skills
- High degree of accuracy and attention to detail with emphasis on meeting deadlines

Key Relationships

This position interfaces with internal and external contacts:

- Internal: UWCC Executive Team and Staff
- External: Local UWCs, vendors, and others as instructed by the direct supervisor

Working Conditions

- Located at UWCC's national office in Ottawa. Works in a hybrid work environment, including an at-office open office space and working from home from time to time.
- Flexibility to work evenings and weekends as necessary, depending on deadlines, which is considered extremely rare.

Diversity, Equity, and Inclusion

United Way Centraide Canada hires based on merit and is strongly committed to diversity and equity within its community and to providing a welcoming and inclusive workplace. It especially welcomes applications from Black, Indigenous and People of Colour, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

How to Apply

Please send your **cover letter along with your resume** in confidence to:
recruitment@e2rsolutions.com.

We thank everyone for applying; however, only qualified candidates will be contacted.