



Position Title: Bookkeeper

Status: Permanent part-time (22.5 – 30 hrs/week)

Location: Dollard des Ormeaux, QC, or Oakville, Ontario

Reports to: CFO

About the organization

Health Partners International of Canada (“HPIC” and the “Organization”) is a not-for-profit relief and development organization dedicated to improving access to medicine and improving health for vulnerable communities around the world. Being the only charity licensed by Health Canada to handle donated medicines, HPIC contributes to health and well-being by providing donated essential medicines and supplies, responding to emergencies, and strengthening local health systems. We partner with a network of non-governmental organizations (NGOs) and medical mission teams, with pharmaceutical and healthcare product companies, and with foreign and Canadian government departments.

About the position

Reporting to the CFO, the Bookkeeper is responsible for supporting the CFO by performing a range of accounting and payroll duties in an accurate, timely, and efficient manner. Responsibilities are mainly hands-on and include handling and documenting transactions; processing and monitoring accounts payable; preparing, processing, and balancing payroll; making journal entries, maintaining the GL, and reconciling accounts; preparing financial statements; processing sales tax and filings; and assisting in preparing the T3010 year-end government filing. Success in this position requires keen attention of detail, strong analytical skills, collaborating with team members, and aligning decisions with HPIC’s mission and values. Crucially, you will be passionate about bringing health to children and families living in vulnerable communities.

What we offer:

- A chance to increase vulnerable communities’ access to medicine
- An opportunity to further develop your bookkeeping skills
- We won’t let you sink or swim—we provide training and mentoring
- Starbucks and Tim Horton’s locations within three minutes
- Benefits after three months

Major Duties and Responsibilities

- Process accounts payable, including cheque preparation, electronic payments, and record-keeping
- Receive and process physical receipts, invoices, and statements
- Record DAS, GST, QST, and HST, and submit refund claims to government agencies
- Record expenses, ensuring accuracy of documentation and propriety of charges incurred with corporate credit cards
- Ensure timely payment of monthly credit cards and other vendor commitments
- Carry out bank and general ledger reconciliations
- Assist in tracking accounts receivable
- Handle and organize physical and digital documents
- Verify travel and staff expenses to ensure compliance with policy, and reconcile against cash advances and project funds
- Compile time sheet data and enter in accounting system
- Handle payroll functions and administer benefits plan
- Prepare custom reports for review by CFO
- Assist CFO with related tasks and special projects, as required
- Perform other duties as assigned

Qualifications

- DEC in accounting or Bachelor's in Accounting or Business Administration
- At least two (2) years' accounting experience, with track record of success in maintaining accurate records, GAAP compliance, and collaborating across departments, ideally in non-profit environment
- Experience with MS Dynamics a definite asset, or proven knowledge of computerized accounting systems
- Proficiency with Excel and Word processing software
- Sound knowledge of accounting principles and financial management
- Comfortable in cultural-diverse environments, and able to work independently as well as in team setting
- Ability to work in both official languages an asset
- Strong organizational skills and attention to detail
- Ability to prioritize and switch tasks
- Solid communication and interpersonal skills
- Proven analytical skills and ability to troubleshoot
- Ability to work in both official languages an asset
- Committed to HPIC's values

Profile

- Professional, dependable, and enthusiastic
- Heart for humanitarian work
- Detail-oriented
- Unfazed under pressure
- Intellectually curious

How to apply

If you are passionate about bringing medical help to people in need in the developing world and believe that you are the right candidate for this position, please send us your resume and cover letter.