

Bookkeeper/Accountant Position 20 to 35 Hours per Month (Remote Contract)

Child Witness Centre (CWC) is deeply committed to a community of excellence, equity, and diversity and encourages applications from women, underrepresented minorities, persons with disabilities, sexual minority groups, and other candidates who will contribute to the diversification and enrichment of ideas and perspectives within our agency.

Independent Contractor position, reporting to Executive Director.
Coordinating with Management Team and Office Administrator.
Attending occasional in-person meetings.

Bookkeeping and Payroll Duties:

- Maintain an accurate record of financial transactions including bank deposits, expense payments, credit card transactions, prepaid and accrual entries, etc.
- Allocate revenue and expenses to the appropriate program, project and/or grant.
- Reconcile bank accounts, credit cards, and all other asset and liability accounts monthly.
- Reconcile revenue account balances with donor database entries monthly.
- Process amortization entries to accurately reflect value of capital assets and investments.
- Process biweekly payroll for about 16 employees. Maintain accurate payroll records including ROEs, T4s and EHT reporting.
- Manage group insurance and group RRSP enrolment, contributions and terminations.

Accounting Duties:

- Summarize financial status by collecting information and preparing monthly statement of financial position, statement of operations, and other reports relating to donor/grantor restrictions and wishes.
- Monitor and report funds in reserve.
- Attend Finance Committee meetings and discuss financial position as requested. Answer accounting related questions by interpreting as well as researching accounting regulations and policy.
- Review and adapt procedures and policies to ensure financial control and to reduce risk, in consultation with the Executive Director and Finance and Risk Committee.
- Secure sensitive financial information by completing regular accounting backups and observing best practices for security of electronic files and paper documents.
- Maintain accurate and detailed deferred revenue records to support grant submissions and reporting.
- Prepare the annual budget in consultation with the management team. Monitor any variances from the projected budget and maintain an updated monthly forecast.
- Lead the annual audit.
- Understand legislation and comply with all regulatory requirements for charitable activities including receipting, acceptance of donations, T3010 reporting, HST rebate claims and payroll deductions and remittances. Ensure that legal financial requirements are adhered to and advise management on relevant actions when required.

Key Software:

- QuickBooks Pro, desktop, single user
- Dayforce Powerpay (Ceridian) payroll software
- Excel, Word, SharePoint

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions and to perform any other related duties that may be required by the agency.

Child Witness Centre endeavours to have all candidates experience a fair and supportive recruitment process. Accommodations are available upon request for candidates throughout the selection process – please let us know how we can support you in being successful.

Review of applications will be ongoing until the position is filled. We thank all applicants for their interest in Child Witness Centre; however, we are only able to connect with those moving ahead in the recruitment process.

Please forward a cover letter and resume to Robin Heald, Executive Director, at robin.heald@childwitness.com by **May 15, 2026**.