

Bookkeeper (NOC 12200)

Permanent

SEED Winnipeg is seeking a dedicated and experienced professional to undertake daily bookkeeping tasks for the organization and its programs in a timely, efficient and accurate manner. This is an in-office position, Monday to Friday 9:00am to 5:00pm.

About SEED

SEED Winnipeg envisions a world where opportunities exist for all people and communities to realize their hopes. Our mission is to build strong communities and increase opportunities for people through financial empowerment programs and services.

What We Offer

You will have the opportunity to work in a participatory and collaborative work environment. You will be able to apply your skills to advance SEED's mission of enhancing economic opportunities for Manitobans living on low levels of income.

SEED provides comprehensive benefits, progressive personnel policies, and opportunities for paid professional development (\$1,000/year after six months). Staff are eligible to join the group health insurance plan after three months of work and receive three-weeks of vacation per year for the first three years of employment (pro-rated). SEED also encourages all staff to have a healthy work-life balance. The salary range for this position is \$48,360 – \$57,100. The starting salary will be commensurate with qualifications and experience.

Job Duties

Reporting to the Finance Manager, your primary responsibilities will involve assisting members of the Finance Team to:

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems;
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements;
- Calculate and process employee payrolls;
- Prepare cheques and online payments for utility, tax, and other bills;
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents; and
- Prepare other statistical, financial and accounting reports.

Requirements

- Previous experience with bookkeeping for a non-profit charitable organization, with multiple funding sources and complex reporting requirements
- Proficiency with QuickBooks, QuickBooks Online, Excel and other Microsoft Office programs (SharePoint, MS Teams)
- Exceptional attention to detail with a commitment to accuracy
- Ability to show initiative and make an immediate impact
- Ability to work independently and as a team player
- Strong interpersonal and conflict resolution skills
- Knowledge of business development, social enterprise development and financial empowerment programming
- An understanding of the needs of financially vulnerable community members and the ongoing impacts of colonization
- A demonstrated commitment to building healthy communities and empowering marginalized communities through Community Economic Development approaches

To Apply

SEED Winnipeg has a comprehensive diversity statement and is an equal opportunity employer. We value candidates who have lived experience living on a low level of income. We encourage candidates to self-identify in their cover letters.

Applicants should send a cover letter and resume to info@seedwinnipeg.ca. This position will remain open until a suitable candidate is found. Applicants should provide detail on how they meet the criteria for this position in their cover letter and resume. While SEED appreciates all applications, only applicants selected for an interview will be contacted.

For more information about SEED, visit www.seedwinnipeg.ca.