



Position:

Bookkeeping Services (8-12 hrs/week)

The **Burlington Family Health Team** is a not-for-profit primary health care organization seeking bookkeeping services. The services must be provided in accordance with FHT policies and professional standards. Services must be provided on-site at the Burlington Family Health Team office.

Services required include but are not limited to:

- Detailed data-entry using Quickbooks Online (QBO)
- Day-to-day accounting activities, including recording financial transactions, managing accounts payable and receivable, performing bank reconciliations, and generating information for year-end financial statements.
- Submit Government Remittances (HST, Payroll Deductions, WSIB)
- Liaising with accountant in the preparation of financial statements
- Processing biweekly Payroll and maintain employee records.
- Assist with quarterly and year-end closing procedures.

Qualifications:

- Experience in a bookkeeping role in Canada
- Advanced knowledge of Quickbooks Online and bookkeeping principles and procedures
- Excellent communication (oral and written) and interpersonal skills
- Strong organizational skills with ability to prioritize tasks and meet deadlines
- Excellent attention to detail and accuracy
- Strong analytical and problem-solving skills
- Knowledge of payroll processing procedures
- Proficiency in Microsoft Office Suite, specifically, Excel, Word and Outlook
- High standards of ethics and confidentiality to handle sensitive information
- Must have clean criminal background – police clearance required

To apply:

Please forward a cover letter as well as curriculum vitae to:

Burlington Family Health Team

Location: Burlington, Ontario

Email address: humanresources@burlingtonfht.com

Website: www.burlingtonfht.com

Deadline to apply is November 20, 2023

We thank all interested applicants however only those selected for an interview will be contacted. *No phone calls please.*