



About the job

Bookkeeper (St. Catharines Office)
5-7 hours/1 day per week
\$19-21/hour

The Organization

Founded in 1986, the Brain Injury Association of Niagara's mission is to enhance the quality of life for individuals in the Niagara region affected by acquired brain injuries through support, advocacy, and awareness. The Brain Injury Association of Niagara is committed to creating a future in which everyone living with an acquired brain injury in the Niagara region is acknowledged, supported, and provided with opportunities to participate in meaningful and inclusive activities and lead fulfilling lives.

Job Summary

The Bookkeeper plays a vital role in delivering administrative assistance, performing clerical tasks, and managing bookkeeping functions essential for the organization's efficient operation. This role mandates that the successful candidate commits to working in the office for up to one day a week, while also allowing for occasional remote work flexibility.

Responsibilities include, but are not limited to:

- Responds to voicemails and e-mails received, as required.
- Processes accounts payable and receivable utilizing QuickBooks.
- Reconciles bank accounts monthly
- Prepares year-end working papers for audit
- Prepares adjusting journal entries as required
- Provides leadership with clerical duties (i.e., preparing cheques, managing mail, receiving invoices, completing filings, etc.).
- Issues Charitable Tax Receipts in accordance with the Canada Revenue Agency.
- Reconciles deposits received and allocates them to the appropriate general ledger accounts.
- Performs other duties as assigned.

Qualifications:

- Combined education and work experience relating to Office Administration and/or Bookkeeping.
- Previous experience in the non-profit sector is an asset.
- Proficient in Word, Excel, Outlook, and QuickBooks.
- Highly organized, professional, and detail oriented.
- Ability to display professionalism, respect, and ethical behaviour when communicating with Members, staff, volunteers, board of directors, stakeholders, and visitors.

Please send your resume to rachel@bianiagara.org by January 12, 2026.