



**Cimetières catholiques
Catholic Cemeteries**

BOOKKEEPER (PART-TIME – 24 HOURS PER WEEK)

Salle Nativity Hall / Agora Centre

Cornwall, Ontario

Salle Nativity Hall / Agora Centre is seeking a reliable, detail-oriented Bookkeeper to join our team on a part-time basis. Reporting directly to the Hall Manager, the successful candidate will be responsible for the day-to-day financial administration of our community hall and bowling alley operations.

This position requires approximately **24 hours per week**, with a flexible work schedule to be arranged with the Hall Manager. All work will be performed on-site at the Hall office at 301 McConnell Avenue, Cornwall ON.

Compensation / Salary: between \$23 and \$25 per hour.

Key Responsibilities

The Bookkeeper will be responsible for:

- Recording revenues and financial transactions using Sage accounting software;
- Processing vendor payments by cheque and electronic payment methods;
- Preparing and submitting payroll information to our payroll service provider;
- Maintaining accounts payable and accounts receivable records;
- Preparing and filing quarterly HST returns;
- Performing monthly bank reconciliations;
- Assisting with budget tracking and financial reporting;
- Preparing monthly and year-end financial statements and reports for management and the Board as required;
- Maintaining accurate financial records and supporting documentation;

- Ensuring compliance with applicable accounting standards, internal controls, and organizational policies;
- Assisting with audit preparation and responding to auditor requests when required;
- Performing other bookkeeping and administrative duties related to the financial operation of the Hall and Bowling Centre.

Qualifications

The ideal candidate will possess:

- Post-secondary education in Accounting, Bookkeeping, Business Administration, or a related field;
- Minimum 3 years of bookkeeping experience;
- Proficiency with Sage accounting software or similar accounting systems;
- Strong knowledge of bookkeeping principles and financial reporting;
- Excellent organizational skills and attention to detail;
- Strong computer skills, including Microsoft Excel and Microsoft Office applications;
- Ability to work independently and maintain strict confidentiality;
- Excellent communication and interpersonal skills.

What We Offer

- Flexible work schedule within regular business operations;
- A collaborative and community-focused work environment;
- Competitive compensation based on qualifications and experience;

Application Process

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience.

Please send your CV and cover letter to the following address:

tracy.cameron@ottawacornwall.ca

Only applicants selected for an interview will be contacted.