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## JOB POSTING

### Bookkeeper – Part Time

Hamilton, ON – Resource Centre

**Closing Date for Applications: Nov 10, 2019**

**Our Mission:** Indwell is a Christian charity creating affordable housing communities that support people seeking health, wellness, and belonging.

**Position Description:** We are seeking an energetic and experienced individual to perform day-to-day bookkeeping and assist in reporting functions. He/she will report to the Senior Accountant and will be a key part of the Finance team.

**Hours of Work:** 3 days per week. Occasional extra hours required.

#### Duties for This Position Include:

- Providing timely and accurate bookkeeping from original document entry through to assistance with preparation of monthly financial statements
- Accurately process accounts payable, including expense reports and credit cards, ensure on-time payment to suppliers & employees
- Work closely with and coordinate with accounts receivable administrator
- Help manage mortgage and loan recording and payments
- Timely and accurate monthly reporting for HST, EHT and other reporting requirements

#### Requirements:

- Excellent attention to detail
- Strong organizational and time management skills; proven ability to meet deadlines
- Must be a strong team player with proven customer service skills and the ability to communicate positively with various departments (facilities, program, HR etc.)
- Ability to adapt to new systems and relationships as Indwell continues to grow
- Must have a high degree of integrity
- Embraces the vision and mission of Indwell and lives out Indwell's values in the workplace

#### Education/Experience:

- College diploma or university degree in bookkeeping or accounting is preferred
- At least 2 years of bookkeeping experience
- Familiarity with charities/not-for-profits is preferred
- Experience with YARDI and/or Sage would be considered an asset

**To apply:** Please apply online at [www.indwell.ca/careers](http://www.indwell.ca/careers). We thank all applicants; however, only applicants that are being considered will be contacted.

Personal information submitted will be used only for employment opportunities within Indwell in accordance with the Freedom of Information and Privacy Act.

Accommodation will be provided in all parts of the hiring process as required under Indwell's Employment Accommodation policy. Applicants need to make their needs known in advance.

Indwell exists to provide hope and homes for all. Its supports and services are open to people from every creed, race, ethnicity, sex, ability, sexual orientation, and gender identity. Indwell engages with diverse communities: we actively identify and remove barriers that prevent people from accessing and participating in our services.