



External Job Posting

Contract to March 31, 2025
Salary Range: \$44,842 - \$63,573

NADF is seeking a dynamic individual to join our team as a **Bookkeeper**.

Established in 1987, NADF is a results-oriented Aboriginal organization delivering programs and services that support and empower Aboriginal peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

The Bookkeeper will provide bookkeeping services and education to NADF's clients.

You are a self-starter and a dedicated team player; you have the highest integrity and ability to maintain confidentiality; you are a superior communicator with strong written and verbal skills; you are proactive, organized, and energetic.

The standard work week thirty-five (35) hours per work week and the office hours will be from 9:00 a.m. to 5:00 p.m., Monday to Friday.

Responsibilities:

- Perform a needs assessment of clients' bookkeeping needs. Will assess the level and quality of the current bookkeeping system, identify gaps, and develop a training plan that best meets the needs of the entrepreneur.
- Take an interactive approach with clients, plan onsite visits with clients, and use online/virtual technology available. Identify technology and/or software that the entrepreneur may require for optimal bookkeeping.
- Manage client expectations, perform interviews, project charters, and service requests with the client outlining deliverables, assumptions, timelines, and responsibilities.

Qualifications:

- A post-secondary diploma or degree in Accounting, Bookkeeping, or related courses certified by the Canadian Bookkeepers Association is required.
- A minimum of three to five (3-5) years of Bookkeeping experience.
- Excellent knowledge and experience using Office 365 and related products Microsoft offers and the ability to learn a loans management software.
- Ability to work with confidential information and confidentially manage all duties.
- Strong financial analysis and business assessment skills.
- Strong organizational skills, and key attention to detail.
- Ability to work well in a team environment.
- Ability to travel will be required.

NADF encourages applications from all qualified candidates including women, men, Aboriginal peoples, persons with disabilities and visible minorities. While we appreciate all applications for this position, only those who are selected for an interview will be contacted. For full job description, visit www.nadf.org/careers.org. Please forward a detailed resume in confidence, along with 3 work related references with a cover letter to recruitment@nadf.org. Closing date: September 22, 2023, by 3:00 p.m. EST