

**Bookkeeper
(24-30 hours/week, Permanent)**

Who We are:

Langs is a grass-roots neighbourhood-based organization that has become so much more! Langs was established as a community development project in 1978 by a group of citizens and service providers concerned about the lack of accessible services in the community. Langs has grown to become a dynamic, respected multi-service organization that uses a community development approach to provide comprehensive health, social and recreational services that are responsive to the changing needs of our community.

What We are Looking For:

We are currently recruiting for an Bookkeeper to join our Administrative team for a part-time position. This role is responsible for providing bookkeeping services to Langs, assist in maintaining all financial administration systems for the organization, and provide back up support to the Finance or Administration teams.

A successful candidate in this role would have

- Degree or diploma in bookkeeping/accounting or equivalent experience
- Knowledge and proficiency in the use of computers and various word processing, database and financial software
- 1-2 years of experience, preferably in a Not-For-Profit organization (minimum 1 year payroll experience)
- Excellent organizational and problem-solving skills;
- Excellent communication skills (oral and written)
- Ability to work independently, prioritize work and meet deadlines;
- Ability to function as a member of a team and work cooperatively with other team members;
- The ability to multi-task and meet deadlines along with accuracy and a strong attention to detail

In this role you will be expected to complete the following tasks:

- Accounts payable and receivable
- Room bookings
- Payroll backup
- Bank deposits
- Assisting with back-office support to WR NP Led Clinic
- Maintaining accurate records related to the financial management of the organization.
- Filing and maintaining all invoices, purchase orders, travel/expense forms and related records
- Performing occasional clerical duties including typing, filing and photocopying as needed.
- Assisting with an annual audit process
- Providing back up to other finance and administration functions
- To complete other duties as required
- Other duties as assigned

What We Can Offer You:

Langs is an organization where people belong. Langs is committed to promoting Inclusion, Diversity, Equity, and Access for all our staff, patients, participants, and volunteers. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Langs strives for an inclusive environment centred on employee wellbeing and supportive leadership.

The successful candidate would be eligible for the following benefits:

- Starting Salary of \$22.75-\$27.41 Hourly.
- 3 Weeks paid vacation, with an increase to 4 weeks after 1 year of employment (pro-rated to hours worked)
- 15 Sick/Personal Days per year (pro-rated to hours worked)
- 10 Professional Development days per year (pro-rated to hours worked)
- Enrolment in Healthcare of Ontario Pension Plan (HOOPP)
- Comprehensive Extended Health and Dental Care Plan including a \$1000 Healthcare Spending Account.
- Hybrid work from home arrangements available

Candidates are required to submit detailed cover letter along with their resume by May 2, 2025

Candidates requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.