**Bookkeeper**

Brantford Native Housing is seeking a detail-oriented and self-motivated Full Cycle Bookkeeper to join our team. The ideal candidate will be capable of working independently, meeting deadlines, and managing a wide range of accounting responsibilities. Reporting to the Head of Finance, the Bookkeeper will support daily accounting operations and uphold internal financial controls.

This role involves close collaboration with team members to support funding proposals, quarterly and annual reporting, departmental budgets, and long-term financial forecasting. The Bookkeeper will also ensure the accuracy and integrity of all agency-wide financial data and reporting systems.

**Key Responsibilities**

* Manage full cycle bookkeeping, including Accounts Payable, Accounts Receivable, payroll (as needed), tax filings, and audit support
* Process HST, WSIB, and other CRA-related payments and installments
* Perform monthly bank reconciliations
* Assist the Finance Manager and external accountant with year-end financial statements
* Handle general office duties such as filing and answering phone calls
* Complete ad hoc tasks as assigned

**Qualifications & Skills**

* Diploma in Accounting, Bookkeeping, or a related field
* 1–3 years of bookkeeping experience preferred
* Solid understanding of accounting principles and practices
* Proficiency in Microsoft Office; experience with Sage is an asset
* Strong attention to detail and accuracy, with the ability to work independently
* High level of discretion and confidentiality
* Excellent written and verbal communication skills in English

**Compensation**

Wage: To be discussed based on experience