CCLA is looking for a
Part-Time Bookkeeper
(Approx. 8 hours per week)

We are seeking a thorough, detail-oriented Bookkeeper with a solid understanding of bookkeeping and experience with Quickbooks. The successful candidate will work closely with and report to the Director of Finance, and will be part of a small but mighty team of about 15 staff and many more volunteers. The hourly rate for this position is $30-35 per hour depending on experience.

The position reports to:
Randi Thomson (Director of Finance)
https://www.linkedin.com/in/randi-thomson-446333157

Diversity, Equality and Inclusion Statement:

Canadian Civil Liberties Association (“CCLA”) is an equal opportunity employer seeking to live its values internally in all we do. Fighting for equality and dignity is at forefront of our work, externally. Internally, we are committed to taking proactive steps to provide and create opportunities for historically marginalized groups. We seek applicants who will strengthen our commitment to diversity, equality, and inclusion. We strongly encourage qualified candidates from Indigenous/Aboriginal peoples of North America, Black-identified persons, racialized persons, and members of LGBTQ2SI+ communities to consider working with and for CCLA.

We recognize that structural barriers shape experiences and job qualifications, and therefore we seek to use employment equity to differentiate between candidates who meet the required qualifications. We encourage people to apply even if they feel that the position would be a stretch.

Please notify us if you require accommodation at any time during the recruitment process.

Who we are:
Canadian Civil Liberties Association is Canada’s leading freedom-fighting non-governmental organization, since 1964. CCLA intervenes in Canadian courts, testifies before our legislatures, advocates through all media, and engages in activism and outreach across Canada to ensure that liberties are protected, and the Charter of Rights and Freedoms is upheld. For instance, when activists sounded the alarm that abortion access was being denied by a provincial government, they called us. When anti-racism leaders needed legal experts to fight racial profiling, they called us. When prisoners were confined inhumanely, really tortured, through solitary confinement, we went to the Supreme Court of Canada to end solitary confinement as we know it. Sometimes people
come to us, sometimes we unearth the injustice, but we always speak truth to power, then take the fight to the courts to get wrongs righted. Along with the American Civil Liberties Union, we’re of a network of global-leading civil society groups, called International Network of Civil Liberties Organizations.

Who are you:
- You are confident and professional, and value accuracy, respect, collaboration, inclusiveness and action
- Familiar with the general principles of accounting
- Great interpersonal skills that enable you to clearly and effectively communicate with other employees
- Good data entry skills with a strong attention to detail
- Experience with processing various financial transactions such as accounts payable and accounts receivable, and can manage access to confidential information in a responsible and professional manner.
- You can work on multiple projects while adhering to tight deadlines
- You are highly organized, self-motivated, prioritize and track your tasks and get them done on time and done well
- You are a team player who owns your role, interacts respectfully and efficiently across all levels of the organization, and enjoys working with others.

What you will do:
- Support the Director’s role in the execution of the financial functions of the organization
- Verify, allocate and post transactions
- Prepare general ledger account reconciliations
- Prepare statistical financial and accounting reports
- Assist with banking duties
- Assist with month-end, quarterly and year-end close processes
- Notify upper management of any accounting errors
- Disseminate reports to staff
- Ensure all financial actions comply with local legal requirements
- Engage in all of your tasks with a positive and proactive attitude.

Requirements:
- College Diploma or University's Degree, or equivalent experience
- At least 2+ years bookkeeping experience.
- Proficiency in Microsoft Office with solid Microsoft Excel skills and experience with Quickbooks
- Strong analytical and organizational skills
- Comfort with technology, able to navigate various websites and conduct online research

Our office of 15 staff and many more volunteers has been operating remotely since March 2020 with the expectation that the office will reopen beginning in September with a hybrid model.

This position is based at our offices at 90 Eglinton Ave E, Toronto.

How to Apply:
Please address your application to Lesley Bell, Human Resources, and send a cover letter, detailed resume and any references as one PDF document, in confidence, to: lbell@ccla.org by September 27, 2021.

Please refer to “Bookkeeper Position” in the subject line.

Applications will be considered as they are received.

Please note that only qualified candidates will be contacted for the next steps.