

# *Join our Team*

## INTERNAL/EXTERNAL POSTING

### Inviting applications for the position of: BOOKKEEPER

Location: Brockville  
Hours: 0.5fte – 35hrs bi-weekly  
Term: indeterminate  
Salary Range: \$48,552 - \$57,120 annually (prorated to fte) or \$26.677-\$31.385 hourly  
Start date: June 1, 2025

#### **Who we are:**

Rideau Community Health Services (RCHS) is a non-profit, community-governed health and social service agency that provides comprehensive primary care, health promotion and community development services. Working with partners to provide integrated health and wellness services for various communities throughout Leeds, Grenville and Lanark counties.

#### **What we offer:**

- Competitive Rates
- Health Benefits – 100% premium pd,
- Pension Plan - HOOPP
- Generous paid time off
- Team Work
- Professional Development opportunities
- Work/Life Balance and Supportive Culture

#### **About the Role:**

The Bookkeeper supports the Manager, Corporate Services by accurately processing and recording financial transactions in keeping with RCHS policies and procedures and within accepted accounting guidelines.

**Submit your expression of interest in the form of cover letter and resume by May 2, 2025**

**To Human Resources [hr@rideauchs.ca](mailto:hr@rideauchs.ca)**

All applications are considered confidential.

RCHS is accountable to employees, clients and to the government of Ontario for meeting the standards set by the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and its regulations. RCHS is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please call 613-269-3400, ext. 228.



**POSITION TITLE:** BOOKKEEPER

**DEPARTMENT:** CORPORATE SERVICES

**REPORTS TO:** MANAGER, CORPORATE SERVICES

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**SUMMARY:** The Bookkeeper supports the Manager, Corporate Services by accurately processing and recording financial transactions in keeping with RCHS policies and procedures and within accepted accounting guidelines.

**REPRESENTATIVE ACTIVITIES:**

- Process accounts payable invoices and payments and ensures that all payments are properly authorized, documented and recorded.
- Review/reconcile vendor statements to ensure invoices have been paid.
- Prepare invoices for accounts receivable as requested, ensuring the revenues are received and properly recorded.
- Prepare and record bank deposits
- Issues Charitable Receipts
- Provide reports, schedules, etc to Management as requested
- Maintains document management systems related to Finance
- Handle employee mileage reports and expense reimbursements, ensuring adherence to finance policies.
- Perform other accounting functions as required.

**QUALIFICATIONS AND SKILLS:**

- Post-secondary diploma in accounting, office administration or combination of education and experience
- Prior experience working in an accounting department an asset
- Knowledge of accounting software solutions
- Competence with MS Office programs, and particularly Word, Excel and Outlook.
- Experience with non-profit or government organizations an asset.
- Excellent communication skills and experience working in an interdisciplinary team.
- Strong computer skills, with excellent oral and written communication skills.
- **Time management**, the ability to prioritize workload and meet deadlines.
- Good data entry skills, attention to detail
- Ability to work independently as well as part of a team



## COMMON RESPONSIBILITIES:

- Work in a manner that preserves confidentiality and seeks to minimize risk
- Work in a manner that incorporates health promotion and recognizes the determinants of health
- Incorporate and strengthen collaborative and interdisciplinary teamwork
- Respect and value the diversity of communities and individuals
- Maintain competence and professional licence to practice
- Support the student and volunteer placement programs
- Promote awareness of and participate in RCHS activities
- Contribute to the work by participating in meetings and committees
- Work both regular and extended hours of operation in locations identified by RCHS
- Contribute to RCHS' practices of hiring, orienting, training and mentoring staff
- Contribute to the efforts to secure and maximize resources for current and new programs, services and activities
- Participate in efforts to enhance capacity through staff development
- Support and comply with the Occupational Health and Safety policies and procedures

## OTHER

- Valid Driver's license
- Canadian criminal record check/vulnerable sector check that are satisfactory to RCHS