

**Meals on Wheels**  
OTTAWA



**La Popote roulante**  
OTTAWA

Fondateur/Founder: The King's Daughters and Sons 1968

### **Internal/External Posting**

Qualified applicants are invited to submit their application for the position of:

#### **Bookkeeper**

Reporting to the Executive Director, the Bookkeeper is responsible for key aspects of our financial operation such as monitoring the budget, maintaining the balance sheet, producing financial statements, monitoring investments, drafting reports for funders, maintaining payroll, as well as managing accounts payables and receivables.

The ideal candidate requires in-depth knowledge of all aspects of accounting, excellent knowledge of computer accounting software (Excel and QuickBooks), excellent organizational skills, the ability to work well with other or independently, strong analysis and problem-solving skills, good written and verbal skills, as well as sensitivity to the needs of the clients and a good ability to communicate with them. Bilingualism is a definite asset.

As a prospective candidate, the candidate should possess a minimum of 2 years' experience in an accounts department including preparation of financial statements. A valid Ontario driver's license and access to a car are assets.

A related community college diploma, or a combination of experience and related training, is preferred. Computer knowledge is essential.

This is a 30 hour per week position (4 days/week). Salary to be negotiated. Comprehensive benefits.

Interested candidates should forward their confidential resumé, outlining their experience and skills, no later than September 15<sup>th</sup> to:

Baudouin St-Cyr, Executive Director, via email:  
[bau@mealsonwheels-ottawa.org](mailto:bau@mealsonwheels-ottawa.org)

We thank all applicants, however only those candidates to be interviewed will be contacted. No calls please.