



The Canadian Black Chamber of Commerce (CBCC) seeks a:  
Bookkeeper

**Summary:**

The Canadian Black Chamber of Commerce (CBCC) is dedicated to elevating economic development of the Black Business Community (BBC). We are committed to conducting the required collaboration and research that delivers evidence-based solutions that improve the lives and strengthen economic growth with the BBC.

**Description:**

The CBCC is seeking an experienced, energetic and collaborative individual who will play a key support role in achieving the CBCC's core mission and serving our amazing membership through the position of Accountant. The role works in collaboration with diverse stakeholders and is a key representative of the CBCC.

**Key Responsibilities:**

- Records income and expenses transactions, processing payments, processing payroll, conducts banking activities, produces various financial reports and regulatory filings, and prepares account reconciliations
- Manual Accounts Payable processing
- Coordinates authorization of payments
- Bank and credit card reconciliations
- Processing payroll and related filings
- Prepare HST filings and remittances
- Prepares monthly and annual financial reports
- Prepares year end file for auditor
- Assists in budgeting process where required
- Assists in cashflow management where required
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains **accounting controls** by preparing and recommending policies and procedures.
- Prepares unit/department budget
- Regular meetings with President, Senior Project Managers & Project Advisory Committee as required to discuss financials

- Organizes, manages and stores paper and online financial records
- Other duties related to finances as required

### **Qualifications, Skills & Requirement**

- Minimum of 5 years working in providing services in the non-for-profit sector is required
- Professional Accounting Designation or Diploma or degree in accounting
- Software Experience: MS Office (Word, Excel, Outlook) QuickBooks,
- Experience processing payroll – Payroll designation is preferred (PCP/CPM)
- Strong management ability and sincere commitment to the goals and values of the CBCC
- Strong organization, planning and interpersonal skills
- Attention to detail and accuracy
- Self-motivated and accountable
- Collaborative team player

The expected start date for this position is March 15, 2024. The wage rate for this position is \$35.00/hr.

If you feel your experience meet the requirements for this exciting opportunity, please submit your expression of interest and resume. Your application should be addressed to the Hiring Committee, Canadian Black Chamber of Commerce and must be submitted electronically to [HR@canadianblackchamber.ca](mailto:HR@canadianblackchamber.ca) by February 23, 2024.

We are committed to diversity, equity and inclusion and values the voices of lived experiences and perspectives of individuals of all backgrounds. We strongly encourage qualified Black, Indigenous and other racialized individuals to apply. We are committed to making our recruitment process accessible to all candidates and provide accommodations upon request.

We thank all applicants and advise that only those selected for an interview will be contacted. Further, we wish to advise that personal information obtained during the recruitment process is collected and retained solely for the evaluation process, in accordance with the Association's Personal Information Protection Policy. Further information of the policy can be found on CBCC's website: [www.canadianblackchamber.ca](http://www.canadianblackchamber.ca)