



Canadian
Children's
Literacy
Foundation

Fondation pour
l'alphabétisation
des enfants
canadiens

Position Overview - Accounting Manager (Part-Time)

Are you an experienced accounting manager with a passion for the charitable sector? Are you a wiz with QuickBooks and Excel? Can you gracefully juggle multiple tasks against tight deadlines? Do you enjoy working with a small team of committed professionals? If so...this could be the role for you!

About the Canadian Children's Literacy Foundation

The [Canadian Children's Literacy Foundation](#) / [Fondation pour l'alphabétisation des enfants canadiens](#) ("CCLF") is a national charity founded in 2017 with the mission of ensuring all children in Canada are equipped with the literacy skills they need to reach their full potential. We raise awareness of the importance of early literacy, promote and develop children's literacy initiatives, champion literacy partners, and empower people to build literacy skills in their homes and communities.

CCLF strives to foster a workplace that reflects the diversity of the communities it serves and welcomes applications from all qualified candidates. CCLF is also committed to developing an inclusive, barrier-free selection process and work environment. Please advise if you require any accommodations to ensure a fair and equitable selection process.

The Role

We are seeking an experienced, detailed-oriented, self-starter who excels at providing accounting, financial and administrative services. Reporting to the CEO and working closely with the management team, the **Accounting Manager** will be responsible for:

Key Roles and Responsibilities: Financial and Accounting Services

- Financial Reporting and Analysis
- Budget and forecast accountability
- Annual planning and audit process
- QuickBooks System Manager
 - Reviewing and maintaining the integrity of the system
 - Providing training and assistance for CCLF staff in using QuickBooks
- Payroll and Employee Benefits Administration
 - Prepares payroll information for bi-weekly processing
 - Verifies Government remittance statements with Payroll reports
 - Administers staff benefits plan
- Core Managerial Responsibilities
 - Proactively takes responsibility and seeks to achieve excellence.
 - Represents the Foundation with the highest professional standards.
 - Demonstrates flexibility where appropriate.
 - Seeks help when required.



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Key Skills, Professional Experience and Minimum Qualifications:

- Accounting designation or pursuit of an accounting designation
- Minimum eight years related experience
- High proficiency in QuickBooks applications
- Extensive knowledge of accounting software packages, Excel, Word
- Excellent organizational skills and priority setting skills
- Facilitates staff's capacity to grow into becoming an integral part of the accounting and financial services of CCLF
- Ability to work independently on a variety of projects and manage multiple priorities
- Experience in the non-profit sector

Compensation & Work Environment

This is a part-time position, an average of 20 working hours a week, with a salary between \$35,000 and \$45,000, commensurate with experience.

CCLF's offices are currently located in downtown Toronto, but the successful candidate may elect to work from the CCLF offices (upon reopening) or remotely. This role offers a successful incumbent significant opportunity for growth in alignment with organizational growth.

Please submit your resume along with a cover letter that details how your qualifications and experience align to this role to Recruitment@childrensliteracy.ca.