



Taking Charge! Inc. is a non-profit organization that provides programs and services for single parents and women

Accounting & Administration Coordinator
Full-Time - Permanent

Anticipated Start Date: ASAP

Position Summary

The Accounting & Administration Coordinator is responsible for the day-to-day financial and administrative operations of the organization. Reporting to the Executive Director, this role provides bookkeeping, payroll, office administration, and Board support while helping ensure the efficient operation of the organization. The successful candidate is highly organized, detail-oriented, and comfortable managing multiple priorities while maintaining confidentiality and accuracy.

Duties Responsibilities

Accounting & Financial Administration (60%)

- Perform full-cycle bookkeeping, including accounts payable, accounts receivable, bank reconciliations, and journal entries.
- Process invoices, payments, and weekly cheque runs using Sage 50.
- Prepare and process bi-weekly payroll, including T4s, Records of Employment (ROEs), vacation and sick leave tracking.
- Maintain accurate financial records and supporting documentation.
- Assist with monthly, quarterly, and year-end financial reporting.
- Assist with cash flow monitoring.
- Complete regulatory filings including GST, WCB, and annual returns.
- Support year-end audit preparation and respond to auditor requests.
- Administer employee benefits and pension plans.

Board of Directors & Executive Director Support (20%)

- Prepare and distribute Board meeting materials, record minutes, and manage virtual and in-person meeting logistics.
- Update Board manuals for onboarding new members and maintain governance records.
- Provide administrative support to the Executive Director, including drafting reports and coordinating meetings.



Office Administration & Facility Management (20%)

Maintain office filing systems, records, and administrative procedures.
Support reception coverage as required.
Maintain confidentiality of financial, employee, and organizational information.
Assist with organizational projects and reporting.
Coordinate office vendors including building maintenance, janitorial services, and equipment servicing.
Perform other related duties as assigned.

Qualifications

Post-secondary education in accounting, bookkeeping, administration, or a related field, or an equivalent combination of education and experience.
Minimum 2–3 years of bookkeeping or accounting experience.
Experience with Sage 50 Accounting (or similar accounting software).
Experience processing payroll.
Strong proficiency with Microsoft Office, particularly Excel.
Excellent organizational skills and attention to detail.
Strong written and verbal communication skills.
Ability to prioritize competing deadlines and work independently.
Experience maintaining confidential financial and personnel records.
Experience working in a non-profit environment is considered an asset.
Satisfactory Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks.

To Apply

Please submit a **cover letter and resume** to careers@takingcharge.org

Taking Charge! is committed to creating an inclusive, trauma-informed workplace. We value diversity and encourage applications from individuals with lived experiences or an understanding of the challenges faced by the communities we serve.

Application Deadline: July 27, 2026

We thank all candidates for their interest in Taking Charge! Inc., however, telephone inquiries in regard to this position will not be accepted. Only those candidates selected for an interview will be contacted.