



Bookkeeper / Payroll Clerk – Part Time

Position Type:	Part-time
Direct Report:	Director of Community Engagement

GENERAL SUMMARY:

The Bookkeeper / Payroll Clerk is responsible for maintaining accurate financial records and processing payroll for Community Care of West Niagara and FEED Niagara. This role supports the financial integrity of the agency by ensuring compliance with accounting standards and applicable payroll regulations. This will be achieved while acting in accordance with Community Care of West Niagara's prescribed policies and procedures, strategic plan, mission, vision & values, and Food Banks Canada's Standards of Excellence.

The ideal candidate is detail-oriented, ethical, and experienced in handling both bookkeeping and payroll functions.

KEY RESPONSIBILITIES:

Bookkeeping & Accounting

- Maintain and update general ledger, accounts payable, and receipts/contributions
- Record financial transactions accurately and in a timely manner
- Reconcile bank and credit card statements and charitable giving platforms monthly
- Assist in preparing financial statements and reports for management and the board
- Track and report on restricted and unrestricted funds in accordance with donor requirements
- Support budgeting and audit processes
- Ensure compliance with relevant accounting standards, government filings and not-for-profit regulations

Payroll Administration

- Process bi-weekly payroll for staff including time sheet verification
- Maintain employee payroll records, including deductions and benefits
- Ensure compliance with federal and provincial payroll regulations
- Prepare and submit payroll remittances (taxes, CPP, EI, etc.)
- Issue T4s and other year-end payroll documentation
- Respond to payroll-related inquiries from staff

Administrative Support

- Maintain organized financial and payroll records (digital and physical)
- Assist with grant reporting and funding documentation
- Support internal controls and financial policies
- Collaborate with external auditors, accountants, and regulatory bodies

Other:

- Exercise a high level of confidentiality in all interactions
- Promote and participate in a work environment free of workplace harassment and violence
- Perform work in a safe manner, so as not to endanger oneself or others
- Immediately report all workplace hazards, accidents or other occurrences that may pose a risk to the organization or the safety of oneself or others
- Provide support and guidance to volunteers as appropriate, in collaboration with staff
- Adhere to the requirements outlined in the CCWN Operational Policies and Procedures, Occupational Health & Safety Act, Workplace Safety & Insurance Board Act, Ontario Human Rights Code and Employment Standards Act
- Participate in all training programs as required
- Participate in team/staff meetings as required
- Additional duties may be assigned

QUALIFICATIONS:

Education/Experience:

- Diploma or certificate in Accounting, Bookkeeping, or related field
- 2–5 years of bookkeeping and payroll experience (preferably in a not-for-profit setting)
- Knowledge of Canadian payroll regulations and compliance requirements
- Proficiency in accounting software (e.g., QuickBooks, Sage) and Microsoft Excel

Knowledge, Skills, Abilities:

- Strong attention to detail and organizational skills
- High level of integrity and ability to handle confidential information
- Effective communication and interpersonal skills
- Knowledge and understanding of issues facing people living in poverty
- Demonstrates and promotes a personal understanding and appreciation for the mission, vision, strategic outcomes and values of Community Care of West Niagara
- Vulnerable Sector Police Check and Valid Ontario Driver's License

Assets (Preferred):

- Experience working in a not-for-profit or charitable organization
- Familiarity with fund accounting and donor-restricted funds
- Experience with grant tracking and reporting

WORKING CONDITIONS:

Modest but pleasant surroundings with occasional periods of exposure to continuous noise. Job requires some sudden shift of mental focus that is beyond the control of the job such as responding to emergencies or other unexpected situations. This position requires the ability to communicate effectively with diverse groups of individuals with varying levels of ability, and potentially occasional communication with upset or angry individuals.

- 4 or more hours per day of close visual attention and concentration
- Flexibility to sit, stand and walk during day
- May require extended hours during payroll cycles, audits, or fiscal year-end
- Local travel may be required on behalf of the Agency

UPDATED	July 03, 2026
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