

# Church Wellesley Village Business Improvement Area Job Posting

## Bookkeeper Wanted

The CWVBIA is looking for a bookkeeper to assist us with financial management and record-keeping.

The CWVBIA is located in the heart of Toronto's historic 2SLGBTQ+ community and is dedicated to improving the business environment in the Church Wellesley Village.

This is a part-time position in our office once or twice each month for a total of 8-12 hours each month.

We are looking for a candidate who:

- knows Quickbooks or other accounting software;
- has experience working with a Business Improvement Area or other not-for-profit organization;
- can work with the Executive Director of the BIA, its Treasurer and, on an annual basis, its auditor;
- can record daily transactions, updating a general ledger, prepare trial balances, balance sheets, P&L and other financial reports for presentation to the Board of Management;
- organize records for reporting on grants and other funded programs.

Please contact [Treasurer@churchwellesleyvillage.ca](mailto:Treasurer@churchwellesleyvillage.ca) for more information or to submit a resume.