

## **Finance-Bookkeeper**

Arnprior-Braeside-McNab Seniors At Home Program Inc.

Location: Arnprior, Ontario

Salary: \$25.00 per hour

### **Description:**

Arnprior-Braeside-McNab Seniors at Home Program Inc. is a non-profit charitable community support service agency partially funded by the Ontario Ministry of Health through the Ontario Health East network, providing vital services to seniors and individuals with disabilities and special needs.

We are recruiting for a Finance-Bookkeeper. This position is a contract position working one day per week.

#### **Responsibilities:**

- Provide all bookkeeping and accounting services related to the day-to-day management of finances and payroll for the Arnprior-Braeside-McNab Seniors at Home Program Inc. and Calabogie Home Support
- Use SAGE 50 Quantum Accounting
- Preparing monthly financial reports as required by the Executive Director
- In conjunction with the Executive Director, prepare annual budgets
- Produce quarterly reports to Ontario Health East for the Arnprior-Braeside-McNab Seniors At Home Program Inc., Renfrew and Area Seniors' Home Support Inc. and Calabogie Home Support
- Assist in the collaboration of the year-end audit process for Arnprior-Braeside-McNab Seniors At Home Program Inc., Renfrew and Area Seniors' Home Support Inc. and Calabogie Home Support

### **Qualifications**

- Experience with bookkeeping and accounting work including payroll
- Proficient in the use of SAGE 50 Quantum Accounting
- Knowledge of how to prepare year-end reports
- Proficient in MS Office programs and the creation of reports
- Previous experience with Ontario Health East reporting is an asset

### **Additional Information**

Closing: March 26, 2026

Interviews will take place March 31, 2026.

Only candidates selected for the short list will be contacted.

### **Contact Information**

Dennis Harrington, Executive Director

Arnprior-Braeside-McNab Seniors At Home Program Inc.

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