



147 Main Street, Twillingate, NL
709-315-9574

OFFICE ADMINISTRATION & BOOKKEEPING (Remote)

CONTRACT - 20 hrs per month maximum- \$22-\$25/hr (depending on experience)

Grow Twillingate Inc. is a not-for-profit organization that develops events and initiatives to sustainably support the cultural and economic development of the Twillingate region.

This contract position is responsible for the general and financial administration of the organization. This contractor brings administration and bookkeeping experience to assist the Executive Director with financial decisions, funding applications and reporting, and projects. This contractor works independently, collaborates with the Executive Director, contributes to process improvements, meets deadlines, and delivers reliable work without close supervision. Here are the high level responsibilities:

- Bookkeeping: A/R, A/P, bank reconciliations
- Payables processing
- Payroll processing
- Identify discrepancies and propose cleanups
- Work with the accounting firm on financial statements and tax payments
- Document workflows and SOPs and assist in other internal processes
- Other administrative and ad-hoc analysis work as assigned
- Respond to emails and provide exceptional customer service
- Funder applications, financial claims and reports

Software Skills:

- HubDoc
- QBO
- Google Workspace

Experience:

- Bookkeeper: 2+ years full-cycle bookkeeping experience
- Experience with grant applications, government funding and reporting (for example, experience with ACOA applications and reporting)
- Experience and familiarity with Canadian payroll compliance
- Experience with Canadian sales tax
- Prior experience bookkeeping for a portfolio of clients

Qualities:

- Impeccable attention to detail & organization
- Strong work ethic coupled with excellent time management
- Strong communicator, proactive in remote settings
- Solid understanding of Canadian accounting and compliance
- Ability to investigate into issues with minimal direction

Qualifications:

- Demonstrable experience and/or education in accounting/administration
- Although this is a remote contract, preference will be given to candidates located in Central Newfoundland and Labrador

Send your application by November 16, 2025 to Suzanne White at ed@growtwillingate.com.