We Are Hiring!

Financial Controller & Bookkeeper

Heritage Lower Saint Lawrence

Location: MRC Rimouski Neigette, Québec
Employment: Permanent, part-time position
Hours: 25–30 hours per week, with a flexible schedule
Start date: As soon as possible

About Heritage Lower Saint Lawrence

Heritage Lower Saint Lawrence is a non-profit organization dedicated to supporting and strengthening the vitality of English-speaking communities across the Lower Saint Lawrence region.

Through community programs, cultural initiatives, health and social services, and partnerships, we work to improve access to resources, foster connections and support the well-being of our communities.

About the Position

We are looking for an organized, independent and detail-oriented Financial Controller & Bookkeeper to join our team on a permanent basis.

This position combines hands-on bookkeeping with financial oversight, budgeting, reporting and financial management. Working closely with the Executive Director and project coordinators, the successful candidate will help ensure sound financial management across our organization's various programs and funding agreements.

Heritage manages multiple publicly funded projects, each with its own budget, reporting requirements and deadlines. The ability to keep track of several projects simultaneously is therefore essential.

Main Responsibilities

Bookkeeping and day-to-day accounting

- Record and reconcile financial transactions, including invoices, payments, deposits and expenses.
- Maintain accurate accounting records and complete bank and credit card reconciliations.
- Manage accounts payable and receivable.
- Support payroll administration and related financial recordkeeping.

- Maintain organized financial documentation for funders and auditors.

Financial control and reporting

- Prepare and monitor organizational and project budgets.
- Track expenditures and revenues across multiple funding agreements.
- Prepare monthly financial statements and budget comparisons, and cash-flow forecasts when needed.
- Prepare financial reports and supporting documentation required by funders.
- Monitor funding restrictions, deadlines and financial compliance requirements.
- Support the preparation of annual financial statements and coordinate with external auditors.
- Identify financial risks, discrepancies and opportunities to improve processes.
- Provide clear financial information to the Executive Director and project teams to support decision-making.

Qualifications

- College diploma or university degree in accounting, finance, business administration or a related field, or equivalent relevant experience.
- Experience in bookkeeping, financial administration or financial control.
- Strong proficiency in Excel and/or Google Sheets.
- Familiarity with accounting software. Experience with Sage 50 is an asset but not required.
- Ability and willingness to learn new software and internal procedures.
- Good written and spoken English and French.
- Excellent organizational skills, accuracy and attention to detail.
- Ability to work independently, manage deadlines and prioritize responsibilities.
- Experience with non-profit organizations, project-based funding or government grants is an important asset.

Personal Qualities

We are looking for someone who is:

- Reliable, thorough and attentive to detail.
- Comfortable working independently while collaborating with a team.
- Proactive and resourceful in finding solutions.
- Able to explain financial information clearly to colleagues without a financial background.
- Interested in contributing to the mission of a community-based non-profit organization.

What We Offer

- A permanent position with meaningful work supporting English-speaking communities in the Lower Saint Lawrence.
- A friendly, collaborative and supportive work environment.
- A flexible part-time schedule of 25–30 hours per week.
- The opportunity to work on a variety of community projects.

- Compensation and benefits according to Heritage's salary structure and employment policies.

How to Apply

Interested candidates are invited to submit their CV and a short cover letter outlining their relevant experience to HLSL Executive Director Susan Woodfine: swoodfine@heritagelsl.ca

Applications will be reviewed as they are received, and the position will remain open until filled.

Join our team and help us make a difference in our communities!