



Transforming natural resource management
Empowering communities

Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

Bookkeeper, Knowledge for Impact

Contract details:

- Independent contractor
- Equivalent to approximately 10 hours per month

Location: Must be based in Canada, preferably in Ontario

Language: Fluency in English is essential and strong verbal French language skills is an asset

Closing Date: November 25, 2024

Expected start date: as soon as possible

About Knowledge for Impact

Knowledge for Impact is a social enterprise and start-up established by the non-profit IMPACT to support partners to confidently know what type of lasting change they are making on the ground. At the same time, it empowers local actors in the supply chain to own their data and claim its value to advance development, peace, and equality.

Knowledge for Impact deploys IMPACT's field-tested approaches to supply chain transparency in the natural resource sector, with deep expertise in monitoring and evaluation, supported by advanced and relevant technology adapted to local contexts. It develops innovative solutions with local partners to support transparency and enable artisanal producers and their communities to benefit from the value of the data they provide.

One of the offerings from Knowledge for Impact is Bloom by IMPACT, an out-of-the box monitoring and evaluation tool that empowers users to understand how supply chains affect communities.

Knowledge for Impact is headquartered in Ottawa, Canada and deploying its digital solutions globally including in the Great Lakes Region of Africa, West Africa, and Latin America.

Learn more about Knowledge for Impact: <https://impacttransform.org/en/knowledge-for-impact/> and Bloom by IMPACT: <https://bloom-by-impact.squarespace.com/>

Overview

Knowledge for Impact is looking for a bookkeeper to complete and maintain K4Is books, keep records of accounts, verify the procedures used for recording financial transactions, and provide other bookkeeping services for the social enterprise. K4I is a relatively new start-up with a limited amount of transactions per month that will likely increase over time.

Primary Responsibilities

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems



- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare billing and payments
- Complete and assist with the completion of required government documents
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports
- Review contracts and other legal documents to ensure that the financial information contained within are accurate

Required Qualifications & Skills

Candidates are asked to clearly demonstrate in their applications how they meet the requirements of the position.

Essential qualifications, expertise, and skills:

- Completion of a college program in accounting, bookkeeping or a related field or completion of two years (first level) of a recognized professional accounting program (e.g., Chartered Accounting, Certified General Accounting) or courses in accounting or bookkeeping combined with several years of experience as a financial or accounting clerk are required.
- Mastery of SAGE and/or SAGE Intacct
- Min. 3 years work experience

Essential qualifications, expertise, and skills:

- Excellent attention to detail
- Ability to work independently, self-motivated and ability to perform assigned duties independently without direct supervision,
- High degree of analytical thinking and active learning to propose solutions to render the work more efficient and the realization of the social enterprise more effective.
- Ability to communicate clearly and effectively with individuals and teams (both small and large, technical and non-technical); the bookkeeper will regularly liaise and coordinate with the Finance Team of IMPACT, who are primarily French speaking
- Excellent organizational skills
- Familiarity with working in both small and large decentralized teams (across many jurisdictions)
- Familiarity with a broad client base ranging from non-governmental organizations to international donors, to private sector entities (small and large).
- Teammate with track record of building strong working relationships
- Ability to balance shifting priorities to manage and deliver requirements on time.

To Apply

Send the following information by email to jobs@impacttransform.org :

- A **cover letter** explaining your interest in the position and **your hourly rate**
- Your **curriculum vitae**



In the subject of the email please state: the position you are applying for and your name.

We thank all candidates but only those selected for an interview will be contacted. Due to the volume of applications received, we ask that you do not follow up on your application.

Failure to comply with the elements requested above will automatically lead to the rejection of the application. Knowledge for Impact operates a ZERO tolerance policy on sexual exploitation, abuse and harassment.

