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Toronto, ON M4V 1K6

JOB POSTING: Bookkeeper (Part-Time 12-Month Contract Position 16 hours/week)

Compensation: \$66,280 - \$82,850 prorated to 2 days per week equivalence.

Are you an experienced Bookkeeper looking for a flexible, part-time role with impact? Capitalize for Kids (C4K) is seeking a collaborative and detail-oriented part-time Bookkeeper to deliver day-to-day accounting, reconciliations, and payroll support in a mission-driven organization.

This role is ideal for someone with strong technical bookkeeping skills who maintains high standards of accuracy and is comfortable using cloud-based tools while collaborating effectively with senior finance staff and the broader team in a primarily remote role.

By joining our team, you will help make the mental health system work better for kids and families across Canada.

If you are looking for part-time, meaningful work with a team that values fun, health, and wellness, this role offers a chance to contribute your skills in a practical and highly valued way.

THE OPPORTUNITY

Reporting to the Director, Finance, the Bookkeeper will provide day-to-day support across Capitalize for Kids' financial operations. The role is responsible for processing transactions, maintaining accurate records, preparing reconciliations, managing payroll, and helping ensure financial documentation is complete, organized, and audit-ready.

The Bookkeeper will ensure smooth financial processes, strong internal controls, and accurate tracking of revenue and expenses, including donation-related activity. This role plays an important part in maintaining the financial records and systems that underpin C4K's work and growth.

ABOUT CAPITALIZE FOR KIDS

Capitalize for Kids is a national charity dedicated to making the community child and youth mental health system work better for kids and families, so more children and youth can access urgent and expert mental health care.

Right now, 1.2 million children and youth in Canada are experiencing a serious mental health concern, yet less than 20% can access the support they need. Community child and youth mental health agencies are underfunded, fragmented, and struggling to keep up with demand. C4K exists to help change that.

Fuelled by philanthropy, Capitalize for Kids is the only charity in Canada providing free consulting services and financial support to community child and youth mental health agencies through our Impact Team. By solving complex problems with our partners and sharing what works, we scale solutions across the sector so more kids can thrive.

Our work focuses on four key areas:

- **Making Care Possible:** Removing barriers and improving efficiencies to help agency partners serve more kids and families.
- **Improving Care with Data:** Supporting agencies to harness the power of data, implement digital tools that track progress, provide insights, and improve outcomes for kids.
- **Opening Doors to Care:** Addressing fragmentation by helping regions build coordinated access systems so children, youth, and families can find the help they need faster.
- **Reimagining Care:** Co-designing and launching new models of care to keep pace with the evolving needs of young people.

The Bookkeeper supports this work through accurate, timely, and reliable financial administration.

KEY DUTIES AND RESPONSIBILITIES

1. **Financial Accounting & Reporting (50%)**
 - Perform full-cycle accounting, accounts payable and receivable, including vendor communications, donor/customer invoicing, collections, transaction entry and account reconciliations
 - Process invoice payments, corporate credit cards and expense reimbursements in compliance with financial policies and internal controls
 - Record offline and online revenue, process cheque deposits, and prepare revenue reports for the Revenue Generation team
 - Complete month-end close procedures within required timelines (reconciling accounts; updating schedules; preparing reports and analysis; etc.)
 - Continuously strengthen and improve internal controls, operational efficiency, and financial policies.
 - Provide ad-hoc reports, basic accounting guidance, and general bookkeeping support to team members as needed.
2. **Payroll (25%)**
 - Perform full-cycle semi-monthly payroll processing using payroll software (Collage), ensuring accuracy and timeliness
 - Update HR and payroll records for all employee changes, including changes to salary, benefits, RRSP plan, new hires, terminations, etc.
 - Submit semi-monthly RRSP contribution data to group provider and reconcile payments
 - Prepare Records of Employment (ROE) and other mandated documentation
3. **Compliance, Audit & Tax (10%)**
 - Support the Director, Finance in preparing year-end audit working papers and supporting documentation
 - Prepare regulatory filings and remittances including HST, payroll taxes, and year-end T4 submission.
4. **Fundraising Operations (10%)**
 - Reconcile Donor CRM for individual donations received through multiple channels (CanadaHelps, Stripe, Benevity, EFT, etc.)
 - Ensure accurate tracking and reporting of restricted donations deposits and related expenses
5. **Collaboration (5%)**
 - Work collaboratively with C4K staff by responding to support inquiries, clarifying coding or documentation needs.
 - Foster a culture of collaboration, accountability, and high achievement.

- Serve as a credible and confident ambassador for C4K's mission, vision, and values.

Performs other related duties as assigned, consistent with the scope of this role.

REQUIRED EXPERIENCE & COMPETENCIES

- Exceptional attention to detail and a strong commitment to accuracy in transaction processing, coding, reconciliations, and financial documentation.
- Strong organizational skills and the ability to manage recurring and at times competing deadlines.
- Flexible and responsive, maintaining accuracy and responsiveness in a part-time role.
- Clear written and verbal communication skills, with the ability to follow up professionally with the internal team as well as external contacts, regarding documentation, coding, and payment activities.
- Strong interpersonal skills and the ability to work effectively across teams while supporting smooth day-to-day financial operations.
- Self-directed and comfortable working independently and collaboratively in a remote environment where priorities and processes evolve.
- Strong working knowledge of QuickBooks Online and proficiency in Microsoft Office365, particularly Excel.
- Experience with accounts payable, accounts receivable, bank and credit card reconciliations, expense processing, and maintaining organized digital financial records.
- Comfort working with cloud-based financial tools and workflows; experience with Dext, ApprovalMax, Plonto, Collage, or similar platforms is an asset.
- Familiarity with donor databases or CRM systems and reconciling donation activity across multiple platforms is an asset.
- Strong judgment, discretion, and a commitment to confidentiality, ethical practice, and reliable follow-through.
- A strong service orientation, and a personal motivation aligned with C4K's mission – success for the organization, the communities served, and the children and families who depend on that work.
- Committed to equity, inclusion, and making a positive difference.
- High emotional intelligence, intellectual curiosity, strong ethical values and a commitment to transparency and confidentiality.

EDUCATION & EQUIVALENT EXPERIENCE

- Diploma, certificate, or post-secondary education in accounting, bookkeeping, business administration, or a related field is preferred; an equivalent combination of education and directly relevant experience will be considered.
- Minimum of 3 years of hands-on bookkeeping or accounting support experience, ideally in a charitable, not-for-profit, or comparable environment.
- Experience supporting month-end close through reconciliations, schedules, and audit-ready documentation is strongly preferred.
- Experience supporting payroll administration and maintaining accurate payroll records is strongly preferred.

- Experience working with donation revenue, restricted funds, and reconciliation between fundraising platforms or donor CRM systems and accounting records is an asset.
- A bookkeeping designation or progress toward a recognized accounting credential is considered an asset, but is not required.

WORK ENVIRONMENT AND REQUIREMENTS

- This is a part-time hybrid in-office/remote role of approximately 16 hours or two days per week.
- The successful candidate will be expected to work on two agreed-upon weekdays each week, scheduled in alignment with the Director, Finance, to support payroll, approvals, and other time-sensitive financial tasks.
- Outside of those agreed working days and key deadlines, there is some flexibility in how remaining hours are scheduled.
- The role requires comfort working independently in a virtual environment using cloud-based tools and digital documentation systems.
- Workload may increase slightly during key periods such as month-end close, audit preparation, and other high-volume reporting or reconciliation cycles including post event periods.
- Minimal exposure to undesirable conditions.

FOR MORE INFORMATION

Interested candidates should send their resume to mariana@capitalizeforkids.ca by **end of day Friday, July 17, 2026, with the subject line "JOB POSTING: Part Time Bookkeeper"**. **Please include a cover letter outlining your interest in the role and explain how your skills and experience make you a strong candidate for this position. Applications will be reviewed on a rolling basis, interested candidates are encouraged to apply early.**

Capitalize for Kids welcomes and encourages applications from all qualified individuals including, but not limited to women, Indigenous persons, racialized persons, persons with disabilities and persons of all sexual orientations and/or gender identities.

Capitalize for Kids is an equal opportunity employer and is committed to an inclusive, barrier-free recruitment and selection process. Accommodations are available on request for candidates taking part in all aspects of the interview process."

Compensation and Benefits:

This role has a full-time equivalent salary range of \$66,280 to \$82,850 per annum, based on skills and experience. For the anticipated 2-day-per-week schedule (approximately 40% FTE), the pro-rated annual salary range is \$26,512 to \$33,140.