

PART TIME BOOKKEEPER
MISSISSAUGAS OF THE CREDIT BUSINESS LP



Summary

The Bookkeeper is responsible for maintaining accurate and up to date financial records, supporting day-to-day accounting functions, and ensuring that financial transactions are recorded in accordance with established policies, procedures and applicable requirements. This role supports the organization's financial operations through accounts payable, accounts receivable, reconciliations, reporting, filing and general administrative finance duties for Mississaugas of the Credit Business LP (MCBLP) and all its entities.

Reporting

The Bookkeeper reports to the Manager of Finance and Human Resources.

Work Location

This position is based at the corporate office of MCBLP located at 78 1st Line, New Credit Retail Plaza, Mississaugas of the Credit First Nation, Hagersville, Ontario.

Essential Duties and Responsibilities

- Maintain complete and accurate financial records using computerized accounting systems.
- Process accounts payable and accounts receivable, including invoice processing, payment preparation, deposits, collections, and maintaining vendor and customer records.
- Reconcile bank accounts, credit cards, and other balance sheet accounts on a regular basis.
- Assist with month-end and year-end processes, including journal entries, reconciliations, working papers, and the preparation of financial statements.
- Assist in preparing monthly, quarterly, and annual financial reports, cash flow projections, budgets, job costing, capital accounting, and other financial analyses.
- Maintain organized electronic financial records to support audits, funding reports, year-end activities, and internal reviews.
- Assist with the development, implementation, and compliance monitoring of financial policies, systems, and procedures.
- Support the preparation of audit documentation and liaise with external auditors as required.
- Assist in monitoring key performance indicators (KPIs) and provide financial information to support strategic planning and organizational objectives.
- Perform other finance and administrative duties as assigned.

Additional Skills and Responsibilities

- High degree of accuracy, attention to detail, and consistency in financial record keeping.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and deadlines.
- Professional, dependable, and service-oriented approach when working with staff, vendors, partners and management.
- Sound judgement, discretion, and ability to maintain confidentiality.
- Ability to embrace and champion change.
- Reliable and able to work independently while also contributing to a collaborative team environment.
- Ability to work in an entrepreneurial environment.
- Clear written and verbal communication skills.

Education and Experience

Minimum Requirements:

1. Post Secondary education Accounting, Finance, or Business Administration.
2. Minimum two (2) years of experience in full cycle bookkeeping, accounting or financial administration experience.
3. Experience with computerized accounting software such as Sage, QuickBooks, Business Central, or a similar platform.
4. Relevant experience working with Indigenous organizations preferred.
5. Work requires professional written and verbal communication and interpersonal skills.
6. Ability to work independently and as a team player.
7. Must be bondable and pass a police background check.
8. Flexible (extra hours may be required on occasion).

Salary

\$45,000 - \$55,000 Depending on Experience

Additional Considerations

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to MCBLP.

CULTURE

The purpose of MCBC is to create economic benefits, employment for community members and generate wealth for the Mississaugas of the Credit First Nation (MCFN). MCBLP will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the MCFN.

All candidates are encouraged to apply. Applicants from Mississaugas of the Credit First Nation and other First Nations will be given preference to deliver services in a First nations Community.

MCBLP is an equal opportunity employer, committed to workplace diversity and provides accommodation for applicants with disabilities throughout the hiring process. If you require accommodation, please contact Human Resources.

Apply

If you are interested in bringing your experience and passion for this role to MCBLP, please email your covering letter and resume in complete confidence by 4pm July 24, 2026, to humanresources@mncbc.ca