

Job Title: Bookkeeper**Reports to:** Project Operations Co-ordinator**Location:** Remote (Canada-wide)**Employment Type:** Part-time**Direct Reports:** 0**Salary Range:** \$45/hr - \$50/hr**Start Date:** Summer, 2025**Background**

The National Autism Network (the Network) is a new, independent, community-led initiative supported by government funding. It was created to ensure that Autistic people and their families play a central role in shaping community priorities and driving action to bring Canada's Autism Strategy to life.

The Network brings together Autistic people, families, subject matter experts, and interest-holders from across the country to help shape a future where Autistic people can truly thrive in Canada.

Position Summary

The Bookkeeper plays a key role in supporting the financial operations of the Network. This includes maintaining accurate financial records, posting journal entries, reconciling accounts, and preparing financial statements. The role also involves processing payroll, managing payments, submitting government forms and reports, and generating financial reports.

Work Context

This is a fully remote role, with the following working conditions:

- Work-from-home environment (fully remote organization).
- Communication through email, video conferencing (Teams/Zoom), messaging, and cloud-based Microsoft 365 tools.
- Regular one-on-one check-ins with your supervisor.
- Flexible scheduling of 20–25 hours/month, within the window of 7am–9pm (Mon–Fri) to accommodate time zones across Canada.
- Opportunities to interact with colleagues nationally and locally.

Key Responsibilities:

- Maintain financial records; establish, balance, and update various accounts using both manual and digital bookkeeping systems.
- Post journal entries, reconcile accounts, maintain general ledgers, and prepare financial statements.
- Process payments (payroll, credit cards, expense claims, sub-contracts, and invoices).
- Submit tax forms and other required government documentation.
- Generate financial and statistical reports to support decision-making.

Skills and Competencies:

- Strong knowledge of bookkeeping and accounting practices.
- Experience with bookkeeping software (e.g., QuickBooks).

- Accurate and consistent attention to detail including accuracy in data entry, record-keeping, and financial reporting.
- Strong organizational skills and ability to manage time and prioritize tasks.
- Understanding of payroll and tax processes (e.g., T4s, ROEs, GST filings).
- Competent written and verbal communication skills—delivered in ways that work for you and support team collaboration.
- Proficiency with Microsoft Excel, Word, and Outlook.
- Commitment to confidentiality and ethical handling of sensitive financial and personal information.
- Ability to track projects, budgets, and timelines, and to set clear goals and plans that help prioritize and organize tasks. You complete work reliably and on time.

Considered an Asset:

- First-, second-, or third- person lived/living experience with autism (i.e., identify as an Autistic person; is a Family member of an Autistic person; or have supported Autistic people).
- Experience in non-profit or charitable sector.
- Experience interacting with government bodies when reporting financial data.
- Familiarity with Canada Revenue Agency (CRA) Requirements, Canadian tax regulations, and filings for organizations.
- Comfortable with summarizing financial/statistical data for reports or presentations.

Personal Attributes and Strengths

We recognize and value different ways of thinking, processing, and contributing. To thrive in this role, we welcome applicants/candidates who demonstrate strengths in the following areas (whether naturally or with adjustments/accommodations), while understanding that these qualities may present in diverse ways:

- **Adaptability** – Able to navigate both expected and unexpected changes in a way that works for you, while staying open to support and different approaches.
- **Accountability** – Willing to take responsibility for your actions and contributions, with the understanding that everyone learns and grows at their own pace.
- **Attention to Detail** – Shows care and thoroughness in completing tasks, recognizing that focus can take many forms and may vary based on the environment or support needs.
- **Collaboration** – Comfortable contributing to a shared goal—whether working independently or as part of a team, including remote collaboration. Respecting different communication styles and supporting an inclusive, team-oriented environment is key.
- **Dependability** – Follows through on tasks and responsibilities in a way that others can count on, recognizing that consistency can look different for different people and may be supported through tools or accommodations.
- **Initiative** – Willing to take on tasks or explore solutions independently, with curiosity and motivation. This may include suggesting new ideas, organizing tasks, or stepping forward when ready, regardless of communication style or pace.
- **Judgment** – Applies thoughtful decision-making and problem-solving, recognizing that different perspectives and approaches can lead to effective outcomes.
- **Service Orientation** – Looks for meaningful ways to help, support, or uplift others, with a focus on respect, empathy, and community connection.

- Tolerance of Ambiguity – Comfortable working in environments where priorities may shift or details are not always clearly defined.
- Flexibility - Able to work effectively in changing or less structured environments, especially when supported with clear guidance.

Language of Work

The National Autism Network is a bilingual organization committed to making all public communications and resources available in both French and English, in recognition of Canada's official languages.

As a small and growing team, our day-to-day operations, internal communications, and interviews are currently conducted in English. For this reason, fluency in English is required for this role.

French language skills are considered a strong asset, especially for positions that involve national engagement or communication with the public. We welcome and encourage applications from bilingual candidates and are working toward increasing our capacity to support more bilingual internal processes over time.

Inclusion and Accessibility

We are committed to creating a workplace that is:

- Inclusive of Autistic and neurodivergent people.
- Respectful of diverse communication styles, access needs, and life experiences.
- Supportive of accommodations that help you do your best work.

If you need support to participate in an interview process, please let us know. We're happy to provide alternatives (e.g., email questions in advance, extended time).

Apply Now

To be considered, please submit your application to: **Start-Up Operations Coordinator** at: **info@nan-rna.ca**

Your application must include:

- A **cover letter** that describes your interest and fit for the role.
- Your **resume/CV** highlighting relevant experience and skills.

Please note: Applications submitted through automated systems or outside of the instructions provided above will not be reviewed.

Application Deadline: June 27 2025, or until a suitable candidate is found.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.