



Not-for-Profit Bookkeeper/ Accounting Lead

Job Title: Not-for-Profit Bookkeeper/Accounting Lead

Work Arrangement: Hybrid-Remote (3 days/week in office)

Location: Surrey/Langley, BC (or GVRD)

Reports to: Operations Director

Team: National Office Administration Team

Level: Manager, experienced, no direct reports

Job type: Full Time, **permanent**

Hours: 40 hours per week, with some flexibility regarding schedule

Pay range: \$60,000-65,000 (based on experience and geographical location)

Benefits: Extended health incl. physio, massage, chiro, dental, vision; EAP, vacation, Sabbath time off, sick days

Non-traditional benefits: free onsite parking, walking trails, subsidized farm-to-table lunches, community events

Work environment: Annual National Team Gathering (all teams meet centrally in person every 2 years)

Key contacts: Operations Director, Donor Services Database Administrator, Remote A/P Coordinator, banking professionals, program leads, key funders and vendors as required

SUMMARY

For over 40 years (24 years in Canada) and now on six continents, A Rocha has been protecting and caring for vulnerable habitats, species and communities in God's name. Working closely with the Operations Director at A Rocha Canada, you will be empowered to use your talents to optimize our accounting, bookkeeping and payroll processes. You will ensure A Rocha Canada's compliance with CRA regulations and ASPE (Accounting Standards for Non-Profit Organizations) and play an instrumental role in financial reporting timeliness and accuracy.



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About the Role

Are you a tenacious financial professional who thrives in a diverse, dynamic environment? We are a national non-profit organization operating a unique portfolio across Canada, including conservation programs, working farms, environmental education initiatives, farm store and produce subscription operations, and church engagement networks. With an annual revenue of approximately \$3M-\$3.5M and a high volume of transactions spanning multiple physical and digital locations, we are looking for a Bookkeeper & Accounting Lead to anchor our day-to-day accounting cycle.

This is not a standard corporate data-entry role. You will manage complex Canadian fund accounting, oversee multi-channel revenue streams (POS systems, grants, donations, and retail sales), and ensure flawless CRA compliance across our distinct programming sectors.

Key Responsibilities

- **Multi-Location “Fund” Accounting:** Manage the day-to-day general ledger transactions, ensuring proper class tracking, allocation, and restrictions for diverse programs (Farm, Farm store, Education, Conservation).
- **Revenue Stream & POS Reconciliation:** Record and track deferred program and capital revenue (accrual and recognition). Reconcile high-volume, multi-channel transactional data from POS platforms (Square), event management platforms (Eventbrite), and digital donor management tools (Keela/Stripe).
- **Accounts Payable & Receivable:** Oversee full-cycle AP and AR workflows across regional operations, ensuring accurate vendor management and timely cash flow tracking. Complete month end/ year-end bank and credit card reconciliations.
- **Canadian Tax & CRA Compliance:** Track and manage GST/HST/PST obligations across multiple provinces, coordinate semi annual GST rebate filings
- **Payroll & Benefits Administration:** Process accurate semi-monthly payroll for salaried and contract staff distributed across multiple locations, including statutory source deductions (Payworks).
- **Financial Reporting:** Prepare monthly financial statements for the Operations Director
- **Year-End Audit:** Maintain audit-ready digital files; support the Operations Director during the annual audit and with the T3010 Registered Charity Information Return filing.



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- **Cross-Departmental Collaboration:** Partner closely with the donor services/database team to align financial records with donation tracking; manage multi-stakeholder email communications clearly and professionally.
- **Confidentiality:** Maintain strict confidentiality of donor, employee, financial and other personal information in accordance with organizational policies and applicable privacy legislation.

Qualifications & Experience

- **Experience:** Minimum 5+ years of full-cycle bookkeeping or accounting management experience specifically within the Canadian not-for-profit sector.
- **Technical Knowledge:** Deep understanding of Canadian ASPE (Accounting Standards for Non-Profit Organizations) and fund accounting restrictions.
- **System Fluency:** Highly proficient with modern cloud-based software (e.g., QuickBooks Online) along with deep experience managing third-party POS, e-commerce and CRM integrations.
- **Regional Complexity:** Proven ability to manage multi-location operations, intercompany/inter-departmental allocations and provincial tax variations.
- **Education/Credentials:** Degree or diploma in Accounting, Finance or Business Administration or equivalent practical experience. Achievement of progress toward a PCP (Payroll Compliance Professional) or professional bookkeeping certification is a strong asset.
- **Background & Values:** Commitment to our mission and values and the ability to work respectfully and effectively within a Christian faith-based environment; strong operational process orientation with strong interpersonal skills and the ability to work both independently and collaboratively. You are committed to investing in team relationships, and providing guidance to colleagues, in person and virtually.

Core Competencies

- QuickBooks Online (QBO) ProAdvisor certification or experience with Quickbooks Online
- Exceptional organizational skills with an eye for detail amid high volumes of operational transactions.
- Analytical mindset capable of evaluating financial metrics

This position requires a criminal record check with a vulnerable persons scan. Specialized site-specific training will be provided in accordance with A Rocha's Child Protection Policy.



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HOW TO APPLY

A Rocha Canada is committed to providing an inclusive and accessible recruitment process. If you require accommodation at any stage, please let us know.

Please email your resume to jennifer.hill@arocha.ca by October 9, 2026. The listing will remain active until a suitable applicant is hired. Include the following with your application:

1. **Cover letter** detailing how you meet the requirements of the role
2. Your answer to the following question: **In 250 words or less, what is it about A Rocha Canada's work that would make you excited to join our team?**

Only those selected for an interview will be contacted. Thank you.