



**Capella Centre Alberta** is seeking a detail-oriented and dependable part-time **Bookkeeper** with strong **QuickBooks Online** experience to help us stay organized and financially healthy as we serve our community.

**Position:** Bookkeeper - Part-time  
**Location:** St Paul, Alberta  
**Schedule:** 3 days (24 hours) per week  
**Rate of Pay:** \$27.11-\$30.51 dependent upon qualifications and experience  
Benefit package

**Key Responsibilities:**

- Manages all bookkeeping tasks using **QuickBooks Online**
- Reconciles bank and credit card accounts
- Tracks grants, donations, and restricted funds
- Assists with financial reporting for board meetings and audits
- Maintains accurate records of expenses, income, and reimbursements
- Works closely with leadership to support budgeting and compliance

**Required Qualifications:**

- Proven experience with **QuickBooks Online & Excel**
- Familiarity with nonprofit accounting best practices
- Strong attention to detail and organizational skills
- Ability to meet deadlines and work independently

We are a passionate nonprofit agency making a meaningful impact in our community working with women, children and families impacted by family violence. We offer a collaborative and mission-focused environment where your work truly matters. Flexible scheduling and a supportive team make this a great opportunity for someone who wants to give back while doing what they do best.

Please send your resume and a short cover letter highlighting your QuickBooks Online experience by **4:30 Friday, April 30<sup>th</sup>** to:

[director@capellacentre.ca](mailto:director@capellacentre.ca)

*Capella Centre Alberta thanks all interested applicants  
only those selected for an interview will be contacted*