



Finance and Accountability Officer

THE OPPORTUNITY:

We have an opening for a talented and detail-oriented Finance and Accountability Officer at Leeds and Grenville Interval House (LGIH), reporting to the Executive Director.

Schedule: 3 days per week, totaling 18 hours (7-hour shifts including a 1-hour unpaid lunch). Additional hours may be available based on operational needs. This is a 6-month contract position with the possibility of extension.

Hourly Wage: \$23.72–\$30.13

WHO WE ARE:

Leeds and Grenville Interval House is a non-profit, charitable organization established in 1983 to provide accommodation, supportive counseling and a 24-hour crisis and support line for women and children impacted by abuse. The organization is funded by the Ministry of Children, Community and Social Services, and additional grant programs.

We are governed by a volunteer Board of Directors that are comprised of passionate business-oriented community members with varying professional backgrounds who share Leeds and Grenville Interval House's vision for providing these important services.

We offer support in the following areas:

- A 24-hour Crisis and Support Line
- Short-term residential shelter for women and their children
- Transitional and outreach services for women
- Child witness program
- Group programs

Leeds and Grenville Interval House is committed to supporting women, children, and youth experiencing violence and working collaboratively with the community to eliminate all forms of violence and oppression. All our services are confidential and offered free of charge.

WHAT YOU WILL DO:

As Finance and Accountability Officer, you will be responsible for complying with all relevant legislative requirements, maintaining accountability, privacy and confidentiality, and confidentiality for all human resources and financial and administrative processes including:

- Managing payroll
- Maintaining employee records
- Accounts payable and receivable
- Maintaining a general ledger
- Bank Deposits
- Assist in the preparation of the annual budget
- Preparing financial reports
- Manage the annual audit process
- Supporting the Finance Committee
- Administration of the group benefits program
- Processing all donations and tax receipts
- Managing all office supply orders

*A detailed job description is available upon request

WHAT YOU NEED:

The ideal candidate will have post-secondary education in the area(s) of Business Administration, Accounting, Bookkeeping or Finance; or 3-5 years of relevant experience.

WHAT YOU BRING:

- Excellent Communication skills
- Extensive computer skills including with Microsoft 365, databases, and payroll systems. Experience with Sage accounting software is considered an asset
- An understanding of the principles of bookkeeping practices
- A familiarity with non-profit legislation
- Ability to work both independently and in a team environment
- Record keeping and confidentiality skills

All our employees must undergo criminal records checks.

TO APPLY:

Please take the time to tell us about yourself in a cover letter – we want to hear your story – your background, your accomplishments, and why this role is a good fit for you.

Please submit your cover letter and résumé to melissa@lguh.ca by Friday, February 27, 2026. Please note that all applications will be acknowledged, but only those selected for an interview will be contacted. This posting will remain active on our website until our search process is complete. Please contact us, if you have any questions in advance of applying or to obtain a copy of our full job description.

Leeds Grenville Interval House is committed to an inclusive, barrier-free recruitment and selection process and to building a team that reflects the diversity of the communities we serve. As a women-only employer under the Ontario Human Rights Code, we welcome applications from all women, including those who identify as members of equity-seeking groups such as women with disabilities, Black women, Indigenous women, racialized women, 2SLGBTQIA+ women, and newcomers.

We encourage you to contact us in confidence at the email above and provide notice in advance if you require accommodations at any stage of the recruitment process. All requests for accommodation(s) will be considered in a fair and objective manner that will ensure applicants are treated with respect and dignity.