

AKI General Contractors and AKI Recruiters are based in the traditional unceded territory of the Algonquin Anishnabe people. Algonquin-owned AKI General Contractors performs residential and commercial work both in Indigenous communities and the Eastern Ontario & Outaouais region. Sister company AKI Recruiters is dedicated to connecting Canada's construction industry with Indigenous professional, administrative, project management, and trades persons. We're looking for a detail-oriented Jack or Jill of-all-trades Bookkeeper to keep our financial and hiring operations running smoothly while we grow into new markets.

About the Role

We're hiring a Bookkeeper to manage day-to-day financial records and employee onboarding for both companies, including accounts payable/receivable, payroll support, bank reconciliations, GST/HST and QST returns, WSIB & CNESST premiums, new employee onboarding, and other related duties as required. This role is a full-time position (approximately 36 hours per week). Additionally, it is expected that each company will require their own full-time Bookkeeping and Human Resources Support within a year. This is an opportunity to get in on the ground floor!

Location: This position is 100% remote but it is preferred that candidates reside in the Algonquin territories. Training will be provided on all software and systems used.

Key Responsibilities

- Maintain accurate financial records using QuickBooks Online
- Process accounts payable and accounts receivable
- Reconcile bank and credit card statements monthly
- Prepare and process payroll using Quick Books Payroll
- Assist with GST/HST and QST filings and remittances
- WSIB & CNESST premium remittances
- Hiring and onboarding
- Prepare financial reports for ownership/management
- Support year-end documentation for the accountant/auditor

Qualifications

- Ideally, we are seeking individuals with a certificate or diploma in bookkeeping, accounting, or related field and/or 2+ years of bookkeeping experience. However, we are willing to provide paid training for the right individual.
- Asset: proficiency with accounting and payroll software (e.g., QuickBooks) is an asset but not required
- Asset: experience in construction bookkeeping is an asset but not required

Bookkeeper (Remote)

- Asset: experience in human resources management is an asset but not required
- Asset: English required but bilingual (English/French) an asset
- Strong attention to detail and organizational skills

We recognize that some applicants may not have all the experience listed above. We will provide training and on-going mentorship to candidates who nonetheless may be the 'best fit' for the position.

What We Offer

- Competitive pay: \$25–\$30/hour, based on breadth and depth of experience
- Remote work
- Community impact

Equity, Diversity and Inclusion

AKI General Contractors and AKI Recruiters are committed to reconciliation and building a workforce that reflects the communities we serve. Qualified persons of First Nations and Inuit ancestry will be given preference in accordance with s.16(1) of the Canadian Human Rights Act. We encourage candidates to voluntarily self-identify within their cover letter or application form.

How to Apply

Please send your resume and a brief cover letter to ross@akicontractors.com. Position open until filled.

No artificial intelligence tools are used to screen, assess, or select candidates for this position.