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Internal - External Job Posting

NADF is seeking a dynamic individual to join our team as a **Bookkeeper Trainer**

Established in 1987, NADF is a results-oriented Aboriginal organization delivering programs and services that support and empower Aboriginal peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

The Bookkeeper Trainer is to provide guidance, training, and support to NADF's small business owners who are looking to establish and maintain effective bookkeeping systems. You will have a strong background in bookkeeping, accounting, and mentoring, with a passion for helping others develop their financial management skills.

The Bookkeeper Trainer will work directly with NADF clients to assess their needs, offer personalized training, and provide ongoing support to ensure that they maintain accurate and efficient financial records.

You are a dedicated team player, have the highest integrity and ability to maintain confidentiality; you are a superior communicator with strong written and verbal skills; you are proactive, organized, and energetic.

Key Responsibilities:

1. **Client Needs Assessment:**
Conduct detailed assessments of clients' bookkeeping requirements, review current systems, identify gaps, and create customized training plans that address each entrepreneur's unique needs.
2. **Training & Mentoring:**
Provide hands-on training to entrepreneurs and small business owners on how to manage their financial records, including both manual and computerized bookkeeping systems. Topics will include a chart of accounts creation, posting transactions, reconciling accounts, preparing trial balances, and generating financial reports.
3. **System Optimization:**
Identify and recommend appropriate software or tools to improve clients' bookkeeping systems, ensuring they use technology that enhances efficiency and accuracy.
4. **Client Support:**
Offer ongoing support, answering client queries, troubleshooting issues, and providing problem-solving advice related to bookkeeping practices.

Qualifications and Experience Required

- a) Required: Diploma or degree in Accounting, Finance, Business Administration, or a related field.
- b) Preferred: A master's degree in accounting, Finance, or Business Administration, with demonstrated experience in bookkeeping or accounting.
- c) Asset: Registration as a Canadian Bookkeepers Association (CBA) would be considered.

- d) Experience: Minimum 3–5 years of experience in bookkeeping or accounting, including experience with small businesses and entrepreneurs. Strong knowledge of accounting software (e.g., QuickBooks, Xero, Sage, FreshBooks). Experience in mentoring, coaching, or teaching entrepreneurs or small business owners is preferred. In-depth knowledge of Ontario business regulations and compliance requirements, particularly related to small businesses and entrepreneurship.

Contract Type:	Short Term Contract - Temporary - Maternity Leave Coverage to March 2027
Salary:	\$76,551 – \$108,528
Location:	Fort William First Nation office and/or Timmins office
Schedule:	The standard work week for all employees is seven (7) hours per day and thirty-five (35) hours per week, Monday through Friday.
Travel:	The ability to <u>travel extensively will be required.</u>
Closing Date:	Internal closing date: Thursday, February 26, 2026 @ 1:00 p.m. External closing date: Thursday, March 5, 2026 @ 1:00 p.m.

NADF is committed to an inclusive and barrier-free work environment. Workplace accommodation is available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures that must be taken to enable you to be assessed in a fair and equitable manner.





Job Description

Job Title		Wage Band	Salary Range
Bookkeeper Trainer		9	\$76,551 – \$108,528
Reports to	Department	Hours of Work	Benefits
Economic Development Manager	Economic Development	7 hours/day 35 hours/week	Savings Benefits (Retirement) Group Insurance Program

Job Overview

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4. **Client Support:**
Offer ongoing support, answering client queries, troubleshooting issues, and providing problem-solving advice related to bookkeeping practices.
5. **Financial Reporting & Guidance:**
Assist clients in preparing and understanding financial statements, including balance sheets, income statements, and cash flow reports.
6. **Workshops and Group Training:**
Organize and conduct group workshops or online webinars for clients on best practices for bookkeeping, financial management, and using accounting software.
7. **Documentation and Resources:**
Develop and update training manuals, templates, and resources that clients can refer to for ongoing support. Create and distribute clear, easy-to-understand instructional material to help clients build strong bookkeeping systems.
8. **Relationship Building:**
Build and maintain strong relationships with clients, ensuring they feel confident and supported in managing their bookkeeping needs.

9. Regular Reporting:

Track and report on client progress, documenting key milestones and providing feedback on system improvements. Work with other team members to ensure consistency and alignment of client goals.

10. Professional Development:

Stay up to date with the latest trends and changes in bookkeeping, accounting software, and industry regulations to ensure clients receive the best possible advice and support.

Additional:

- a) Develop and maintain relationships with current and future NADF clients, and partners outside of NADF's service area to gather best practices, develop peer networks, and align regional efforts with broader national initiatives and progress.
- b) Prepare activity reports to fulfill the requirements of funding agreements and internal reporting.
- c) Attend internal and external meetings as required.

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Knowledge and Skills

- a) Ability to handle confidential information and manage responsibilities with discretion.
- b) Strong communication skills, with the ability to clearly articulate complex planning information to diverse internal and external stakeholders, and tailor presentations to specific audiences.
- c) Strong presentation skills.
- d) Demonstrated experience in First Nation entrepreneurship, facilitation, research, and analysis, supported by active community involvement.
- e) Demonstrated commitment to grassroots entrepreneurship development, as well as social and economic justice.
- f) Strong problem identification and problem-solving skills.
- g) Highly organized and detail oriented.
- h) Proficient in Office 365 and related Microsoft products, with the ability to quickly learn loan management software.
- i) Excellent customer relations and interpersonal skills, including written, verbal, and presentation communication. Proven ability to write reports and proposals, plan, organize, prioritize, delegate work effectively, and negotiate successfully to meet deadlines.
- j) Ability to work independently and collaboratively within a team consistently demonstrate professionalism, sound judgment, and a positive attitude.
- k) Ability to handle sensitive issues with diplomacy and tact.
- l) Good judgment in knowing when to take initiative and when to seek direction from the immediate manager.
- m) Ability to manage multiple tasks and meet deadlines.
- n) General understanding of the Indigenous culture and the opportunities and challenges related to business and economic development in northern Ontario.

The Employee will be Responsible For

- a) Perform the duties and responsibilities of the position to the best of their ability.
- b) Adhere to relevant legislation, as well as company policies and procedures.
- c) Protect the confidentiality and proprietary information of the company, its employees, and clients.
- d) Maintain respectful and collaborative working relationships with co-workers, clients, and stakeholders.
- e) Understand and promote the company's mission and vision.
- f) Uphold and advocate for the company's values and ethical standards.
- g) Maintain a safe work environment, ensuring the safety of themselves and others.
- η) Always present a positive and professional image of the company

Conditions of Employment

- a) Valid Class G driver's license.
- b) A reliable personal vehicle is preferred.
- c) Ability to obtain required vehicle insurance.
- d) Ability to work a flexible schedule.
- e) The ability to travel extensively will be required.

Note

This job description is not intended to be all-inclusive. The employee may be required to perform other related duties as necessary to support the ongoing needs of the organization.

Signatures

By signing this document, I acknowledge that I have read, understood, and agree to the job description outlined above for my position at NADF.

Employee Name (Print)

Employee Signature

Date