



MGBHLM Economic Development Corporation LTD.
Employment Opportunity:
Accounting & Bookkeeping Specialist

MBGHLM Economic Development is committed to fostering sustainable growth, supporting local businesses, and strengthening community economic opportunities through collaborative, transparent, and impact-driven initiatives. We are seeking a detail-oriented **Accounting & Bookkeeping Specialist** to manage day-to-day financial operations, maintain accurate financial records, and support reliable reporting and compliance. This role is essential in ensuring financial integrity, supporting budgeting processes, and providing timely, accurate financial information to support decision-making.

Key Responsibilities

- Maintain accurate general ledger and financial records
- Manage end-to-end payroll processing, including calculating wages, overtime, bonuses, and deductions
- Complete monthly, quarterly, and year-end closing processes
- Prepare financial statements, reports, and summaries for stakeholders
- Process invoices, payments, and expense claims accurately and on time
- Ensure proper documentation and approval of all transactions
- Assist in budgeting, forecasting, and variance analysis
- Support grant tracking, reporting, and compliance requirements
- Maintain audit-ready financial records and assist with audits
- Maintain confidential employee financial records

Qualifications

- Diploma or degree in Accounting, Finance, or related field
- 2–5 years' experience in bookkeeping or accounting
- Experience in non-profit, public sector, or economic development is an asset
- Proficiency in accounting software (e.g., Sage or similar)
- High level of accuracy, attention to detail, and organization
- Ability to manage confidential information responsibly
- Strong communication, teamwork, and problem-solving skills
- Clear Criminal Record Check required

Apply By May 19 2026

How to apply: Submit Cover Letter and Resume to:

Trudy Kern: Trudy.kern@mosquitoecdev.ca

Only candidates selected for an interview will be contacted.