



JOB POSTING – Bookkeeper, 8-15 hrs / week

MEDIATION SERVICES: A Community Resource for Conflict Resolution

This hourly position serves the whole organization in keeping up-to-date records of revenue and expenses, tracking grants, supporting HR (payroll & benefits), and reporting. The successful candidate will have exceptional attention to detail (and patience with those that don't), a deep understanding of accounting best practices in the nonprofit sector, and excellent communication skills.

The organization is an environment where collaboration and cooperation are valued.

Mediation Services has four main program areas. Our funding comes from the province of Manitoba, United Way Winnipeg, federal grants, foundation grants and fee for services.

Qualifications:

- Certified professional bookkeeper or equivalent
- QBO certification is an asset
- At least five years' experience in a financial setting
- In-depth knowledge of QBO, Excel, Dropbox, MS Teams and Office365
- Working knowledge of Payworks payroll system
- Excellent organizational skills
- Positive attitude, self-motivated
- Experience with non-profit organizational structures

Responsibilities:

- Timely tracking of accounts payable and accounts receivable
- Prepare invoices
- Financial functions related to all departments at Mediation Services, including:
 - grant reporting
 - Bank reconciliations
 - Month end close, monthly financial statements and preliminary analysis
 - GST rebate form, other reports as required
- Bi-weekly Payroll
- Administer RRSP and other benefit deductions as required
- Year-end preparation of T4's
- Assist in preparation of Annual Budget for Board approval
- Prepare documentation for annual audit and Annual Report
- Other Duties as required

Reporting:

This position reports to the Executive Director and works closely with the Finance & Audit Committee of the board. As such, it is expected this role will participate in monthly meetings outside of regular business hours.

Location and hours:

On-site at 302-1200 Portage Ave. with flexibility. Exact hours of work to be discussed, but expected 10 - 18 hrs / week

Compensation:

The hourly wage for this position is \$30 – 35, depending on education and related experience.

Who we are:

Mediation Services is a community-based, non-profit organization with a social enterprise. Our purpose is facilitating purposeful interactions that transform relationships. We have been offering conflict engagement support to Manitobans since 1979.

We value:

Caring – demonstrating openness, compassion and empathy for people and situations and a desire to help others

Collaboration – fostering relationships and better outcomes through working together

Empowering – providing resources, tools and practice to build knowledge, develop accountability and grow in capacity and confidence

Integrity – embodying the principles of restorative justice

Mediation Services is committed to work / life balance and diversity both within the organization and in its work with the community.

This is a preference hiring. All applicants are encouraged to apply, however first consideration will be given to candidates who identify as Indigenous, Black, or people of colour; or persons with disabilities who meet the required qualifications.

Applicants are requested to self-declare at the time of application.

We thank all who apply. Only those selected for further consideration will be contacted.

Please send introductory letter and resume clearly marked BOOKKEEPING by

October 19, 2026 at 9 AM to:

info@mswpg.ca