



Accountant (Independent Contractor)

Part-time (20-25 hours per week)

Ref. No. 2026.03.23

Welcome Place (Manitoba Interfaith Immigration Council) is a non-profit organization that supports refugees and newcomers to successfully settle and integrate in Manitoba.

Mission: Every day we make it easier for refugees to succeed in Manitoba.

Vision: We see a world where refugees are warmly welcomed and well-established as upstanding, contributing members of communities across Manitoba.

We are currently seeking a **part-time Accountant (approximately 20–25 hours per week)** to provide financial support on an **interim or contract basis**, with potential for longer-term engagement.

This role is ideal for an experienced Accountant* looking for flexible work.

*(*or consultant, semi-retired professional, or individual balancing multiple engagements.)*

POSITION SUMMARY

The Accountant will support the organization's financial operations, including accounting practices, funder reporting, and financial controls. The role involves hands-on accounting work, financial reporting, and coordination with internal staff and external auditors.

The successful candidate will play a key role in ensuring accurate financial records, supporting compliance with funding agreements, and assisting leadership with financial planning and reporting.

The role has delegated authority to review and approve development-related vendor invoices within approved budget parameters and has access to confidential donor and financial planning information.

KEY RESPONSIBILITIES

- Prepare monthly and quarterly financial statements for the Executive Director and Board
 - Complete monthly bank and account reconciliations
 - Manage accounts payable and receivable, including invoice processing and coding
 - Support payroll processing and government remittances (CRA, GST/PST, etc.)
 - Maintain accurate and complete financial records and documentation
 - Assist with year-end preparation and liaise with external auditors
 - Support funder financial reporting (e.g., IRCC and other government agreements)
 - Monitor budget vs. actuals and provide variance analysis
 - Maintain internal financial controls and support policy/procedure documentation
 - Liaise with program staff to support financial tracking and reporting needs
 - Assist with financial analysis or special projects as required
 - Act as a liaison with external IT/accounting system providers (QuickBooks)
-

QUALIFICATIONS

- CPA designation or working towards CPA preferred
 - Minimum 5 years of accounting experience (non-profit experience is a strong asset)
 - Strong working knowledge of QuickBooks and Excel
 - Experience with fund accounting, grants, or government-funded programs is an asset
 - Ability to work independently and manage competing priorities
 - Strong attention to detail and organizational skills
 - Excellent communication skills
-

ADDITIONAL INFORMATION

- This is a part-time contract position (~20–25 hours/week)
 - Flexible work arrangements may be considered (hybrid/on-site)
 - Competitive hourly rate, commensurate with experience
 - Must be able to obtain Criminal Record and Child Abuse Registry checks
-

APPLICATION PROCESS

Welcome Place is committed to equity, diversity, and inclusion. We encourage applications from individuals with lived experience as newcomers, as well as members of equity-deserving communities including (but not limited to) Indigenous peoples, racialized communities, persons with disabilities, women, and members of 2SLGBTQIA+ communities.

Please submit your resume and a brief cover letter to: careers@miic.ca