



Job Posting

Bookkeeper

Part-Time | Medicine Hat, Alberta | Primarily In-Office / Hybrid Considered

At HALO Air Ambulance, every detail matters, because every detail helps save lives. We are looking for a dependable, detail-oriented Bookkeeper to support the financial systems that keep our mission moving forward.

This is a part-time, permanent staff position intended to strengthen HALO's internal bookkeeping capacity as our organization grows and becomes more complex. HALO may also consider an independent contractor arrangement for the right person or bookkeeping services provider; however, our primary goal is to build consistent, long-term financial support within the organization.

The successful candidate will work closely with HALO's internal administration team, CEO, and external accountant to complete the more technical aspects of monthly bookkeeping, support accurate financial records, and help ensure timely, reliable reporting.

What You'll Do

- Complete monthly technical bookkeeping, including transaction posting, coding, review, reconciliations, and verification of supporting documentation
- Post transactions such as electronic banking transactions, CanadaHelps and Benevity receipts, electronic payments, deposits, and other recurring entries
- Reconcile and/or verify bank, loan, credit card, and other financial accounts
- Communicate clearly with internal staff to request missing documents, clarify transaction details, and resolve bookkeeping questions
- Prepare monthly and quarterly financial reports and supporting schedules for CEO review
- Support GST and annual returns and filing where required
- Assist with HALO's year-end preparation by organizing information needed by HALO's external accountant or auditor
- Work collaboratively with HALO's internal administrative bookkeeping support to maintain an accurate and efficient overall bookkeeping system

Who You Are

- Accurate & Detail-Oriented – you understand that financial records must be complete, clear, and reliable
- Confidential & Trustworthy – you handle sensitive financial, donor, employee, and organizational information with care
- Organized & Consistent – you can manage monthly cycles, deadlines, reconciliations, and documentation without losing track of details
- Collaborative & Clear – you communicate well with staff, leadership, accountants, and service providers
- Mission-Driven – you want your work to support a lifesaving service that matters to rural and remote communities



What You Bring

- 3 – 5 years of bookkeeping experience, preferably with responsibility for monthly reconciliations and financial reporting support
- Strong knowledge of bookkeeping principles, source documentation, account coding, and month end processes
- Experience with QuickBooks Online and related cloud-based bookkeeping tools; experience with Dext or similar document management tools is an asset
- Demonstrated understanding of nonprofit and charitable bookkeeping/accounting principles, including fund accountability, donor-restricted funds, grant tracking, charitable receipting considerations, and financial reporting for mission-driven organizations
- Ability to work independently while staying connected to a small, mission-focused team

Why Join HALO?

HALO Air Ambulance is a small, but mighty team driven by purpose, working together to ensure lifesaving helicopter emergency medical and public safety services are available to rural and remote communities across Southern Alberta. This role may only be part-time today, but as HALO continues to grow and financial complexity increases, there may be opportunities for the position to evolve.

You'll enjoy:

- A meaningful part-time role supporting a lifesaving charitable organization
- Permanent employment with stable, recurring monthly responsibilities
- A collaborative working relationship with HALO's internal administrative team, CEO, and external accounting support
- The possibility of future growth as HALO's bookkeeping and financial management needs evolve
- Consideration of an independent contractor arrangement for the right candidate or bookkeeping services provider

Apply Today

Send your resume and a short cover letter telling us why you're a great fit to recruiting@haloairambulance.com. If you are applying as an independent contractor or bookkeeping services provider, please include a brief overview of your business structure, availability, and proposed service approach. Applications will be reviewed as they are received.



Job Description

Bookkeeper

Reports To: Chief Executive Officer

Status: Part-Time, Permanent | Staff position preferred; contractor arrangement may be considered

About Us:

At HALO Air Ambulance, we are more than just a team; we are a lifeline to those in critical need across Southern Alberta. Dedicated to providing swift, high-quality medical care and rescue operations, we are on a mission to save lives, strengthen public safety, and support the communities that depend on us.

About the role:

The Part-Time Permanent Bookkeeper is responsible for the technical bookkeeping functions that support HALO Air Ambulance's financial accuracy, reporting, and accountability. The role complements HALO's internal administrative bookkeeping support by focusing on more complex monthly bookkeeping tasks, reconciliations, transaction verification, reporting support, and year-end preparation.

This position is intended to be a part-time employee role, providing consistent and ongoing support within the organization. HALO may consider an independent contractor arrangement where a candidate or sole proprietor can provide the required services with the appropriate availability, reliability, confidentiality, and alignment with HALO's needs.

Key Responsibilities:

Monthly Technical Bookkeeping

- Post monthly transactions accurately and consistently, including electronic banking transactions, CanadaHelps and Benevity receipts, electronic payments, deposits, and other recurring entries
- Review and support transaction coding to ensure entries are assigned to the appropriate accounts, classes, projects, programs, or reporting categories
- Identify missing, incomplete, or unclear supporting documentation and communicate requests for clarification in a timely and professional manner
- Maintain organized bookkeeping records that support transparency, reporting, audit readiness, and continuity

Reconciliation & Verification

- Reconcile and/or verify all bank, loan, credit card, and other financial accounts on a monthly basis
- Review balances, transaction activity, and supporting records for accuracy and completeness
- Investigate discrepancies and work with internal staff or external accounting support to resolve issues
- Support maintenance of accurate records for source documents, deposits, disbursements, and financial approvals

Financial Reporting Support

- Prepare monthly and quarterly financial reports and supporting schedules for CEO review
- Assist with report preparation for internal financial monitoring, board-level reporting, grant accountability, and other organizational needs



- Support consistent month-end processes so HALO has timely and reliable financial information
- Provide clear notes or explanations where financial results, reconciliations, or transactions require context

Regulatory, Rebate, & Year-End Support

- Prepare and file GST Rebate where required
- Assist with year-end preparation by organizing records, reconciliations, reports, and supporting documentation for HALO external accountant or auditor
- Respond to accountant or auditor queries in coordination with the CEO and internal administrative support
- Support compliance with donor, grant, gaming, payroll, and organizational financial documentation requirements as part of the broader finance system

Collaboration & Systems Support

- Work collaboratively with HALO's Administrative Support Services Coordinator, CEO, and external accountant to maintain an accurate and efficient bookkeeping workflow
- Support clear division of responsibilities between internal administrative bookkeeping support and technical bookkeeping functions
- Provide recommendations to improve bookkeeping processes, documentation flows, reporting consistency, and financial controls
- Use cloud-based bookkeeping, document management, and office systems responsibly, securely, and consistently

Location and Commitments:

- Permanent part-time role connected to HALO's Medicine Hat, Alberta office
- Regular monthly bookkeeping cycle with predictable deadlines and some flexibility in scheduling
- Primarily in-office (a hybrid arrangement may be considered based on role structure, confidentiality, access requirements, and operational fit)
- Independent contractor proposals may be considered where the arrangement meets HALO's service, confidentiality, documentation, and continuity needs

Core Competencies & Traits:

Professional Skills

- Strong knowledge of bookkeeping principles, month-end processes, reconciliations, and financial reporting support
- Proficiency with QuickBooks Online and related cloud-based bookkeeping tools
- Experience with document management tools such as Dext or similar platforms is an asset
- Ability to work with source documents, account coding, transaction review, and supporting schedules
- Strong written and verbal communication skills, particularly when requesting clarification or explaining bookkeeping issues
- Demonstrated understanding of nonprofit, charitable, or grant-funded financial environments, including fund accountability, restricted contributions, donor and grant reporting, and the importance of clear documentation for transparency and audit readiness



Personal Qualities

- Detail-orientated – ensures financial records are accurate, complete, and supported
- Trustworthy & Discreet – handles sensitive financial and organizational information with confidentiality
- Reliable – understands the importance of monthly cycles, deadlines, and continuity
- Proactive – identifies issues early and helps improve systems before problems grow
- Collaborative – works well with a small team while managing independent tasks
- Mission-driven – genuinely motivated by supporting a lifesaving organization

Qualifications

- 3 – 5 years of bookkeeping experience, preferably including responsibility for reconciliations, transaction posting, and monthly reporting support
- Post-secondary certificate or diploma in Bookkeeping, Accounting, Business Administration, or a related field is an asset; equivalent experience will be considered
- Experience working with nonprofit organizations, charities, or other mission-driven organizations is strongly preferred; candidates should understand how nonprofit accounting and bookkeeping differs from conventional small-business bookkeeping
- Independent contractors or sole proprietors should be able to demonstrate appropriate business structure, availability, confidentiality practices, and ability to provide consistent continuity

Compensation:

- The role is currently forecasted at approximately 0.2 FTE, or about 8 hours per week, based on HALO's current understanding of the monthly bookkeeping workload
- Actual hours and workflow may be refined over time as HALO better understands the ongoing scope, complexity, and rhythm of the role
- Hourly wage will be commensurate with experience, qualifications, nonprofit bookkeeping knowledge, and demonstrated ability to support HALO's financial systems
- Independent contractor proposals may be considered based on monthly service scope, availability, experience, and demonstrated fit

Contact us to apply:

If you would like to apply for this role, please submit a resume, cover letter, and references to CEO; Paul Carolan, at recruiting@haloairambulance.com. Please include "Part-Time Permanent Bookkeeper" in the subject line of your email. Independent contractors or bookkeeping services providers should also include a brief service profile, proposed availability, and service approach.

Join our team and help us make a meaningful difference in the lives of those we serve and the communities we support. Your accuracy, professionalism, and steady financial support will help keep HALO's mission flying strong.