

Role	Bookkeeper
Location	Remote
Position	Freelance
Schedule	3-5 h/week
Rate	\$25-35/hour (depending on experience)
Application deadline	1 February 2026
About TESL Canada Federation	
TESL Canada Federation is the national professional association representing English-as-a-Second-Language (ESL) teachers, and language program stakeholders across Canada. The organization promotes excellence in English language teaching and learning by setting national standards for teacher training programs, overseeing TESL teacher training program recognition, and certifying English language teachers across the country. TESL Canada works collaboratively with provincial and territorial associations, institutions, and partner organizations to support high-quality language instruction and meaningful professional development. Through certification, professional learning, advocacy, and research, TESL Canada plays a key role in supporting newcomer success, community integration, and the advancement of language education nationwide.	
The Role	
We are seeking a reliable and experienced Freelance Bookkeeper to support TESL Canada's ongoing financial stewardship. As a key contributor to the financial operations of our national organization, you will help ensure accuracy, compliance, and organizational transparency. This role requires someone who is detail-oriented, proactive, and comfortable managing cyclical financial workflows with occasional peak periods. Working closely with the Management Committee and designated board representatives, you will maintain financial records, support audit preparation, and help uphold the organization's commitments to accountability and good governance. Because this is a freelance remote position, the successful candidate will be self-directed, organized, and able to manage deadlines across multiple recurring financial processes.	

Responsibilities

- Record all cheques and deposits monthly for the General Account, U.S. Account, TCEF Account, and VISA/MasterCard Account using QuickBooks (QuickBooks experience required).
- Complete Cheque Approval Forms and submit them to the Treasurer and designated board member for approval.
- Make bank deposits as required.
- Liaise with bank personnel on financial matters when necessary.
- Maintain records of GICs, including monitoring expiry dates, renewals, redemptions, and new investments.
- Manage organizational cash flow and flag potential concerns to the Management Committee.
- Reconcile accounts monthly and provide the QuickBooks file to the Treasurer for TESL Canada and TCEF reporting.
- Collaborate with the Management Committee on financial matters and reporting requirements.
- Assemble and prepare financial records for the annual audit.
- Prepare and process monthly payroll and provide payroll reports to the Treasurer.
- Prepare and submit employee T4s and the annual T4 summary to government agencies.
- Prepare and file required government returns, including monthly CRA filings, quarterly GST/HST submissions, and annual WorkSafe BC/WCB reports if applicable.
- Prepare and submit the annual report for the Charities Directorate in coordination with the Management Committee.
- Review the annual draft budget with the Management Committee and enter the approved budget into QuickBooks.
- Perform other related bookkeeping or financial tasks as assigned.

Requirements

- Formal bookkeeping training or equivalent education (Certificate or Diploma in Bookkeeping, Accounting, or related field accepted)
- Experience using QuickBooks (QuickBooks Online or Desktop)

- Demonstrated experience managing general ledger entries, reconciliations, and payroll processes
- Strong understanding of Canadian accounting practices, including GST/HST filings and payroll compliance
- Ability to work independently, manage deadlines, and maintain accurate, organized financial records
- Excellent attention to detail and confidentiality in handling financial information

Assets (Preferred)

- Experience working with registered charities or non-profits
- Familiarity with government reporting, annual audits, and accounting requirements related to charitable status

How to apply

If you are interested in this freelance opportunity, please submit your cover letter and résumé to admin@tesl.ca with the subject line: **Freelance Bookkeeper Application – [Your Name]**.

Include names and contact information for two references: at least one professional.

Applications will be reviewed on a rolling basis until the position is filled. Only shortlisted candidates will be contacted.