Ottawa Birth and Wellness Centre
Centre de naissance et de bien-être d'Ottawa

Request for Expressions of Interest

The Ottawa Birth and Wellness Centre
Contract/Fractional Controller (3-5 hours a month)

Role Overview

We are seeking a senior **Contract/Fractional Controller** for a high-level financial oversight and accounting guidance role requiring **3 to 5 hours per month**. This is a long-term, independent contractor relationship. You will not be handling daily data entry or bookkeeping; this is managed by our administrative team. Instead, you will act as a strategic oversight to review our monthly financial entries and ensure compliance. You will answer questions from the team and provide guidance.

Key Responsibilities

- Review and validate monthly entries and reconciliations and identify any variances, mis-entries or inconsistencies.
- Prepare balance sheet, income statement aged A/R, aged A/P as required.
- Prepare working papers and documentation for the annual audit.
- Provide support to the OBWC staff and the designated audit firm in the annual audit process
- Prepare and submit GST/HST return on an annual basis.
- Assistance with preparing financial reporting for our funder, Ontario Health.
- In the event of staff transitions in the OBWC team, some guidance, training and oversight of new staff doing day to day entries might be required.

Qualifications

- Minimum five years of accounting experience, preferably in a not-for-profit environment.
- Familiarity with Canadian accounting standards for not-for-profit organizations.
- Strong understanding of accounting principles and internal financial controls.
- Demonstrated experience and expertise in QuickBooks online required.
- Experience preparing working papers for a year end audit for a non-for-profit and experience preparing GST/HST returns.
- Ability to identify unusual transactions, accounting errors and financial reporting inconsistencies.
- Experience advising or providing external oversight to staff.

Compensation

Compensation based on invoiced hours up to a maximum of 5 hours monthly, with more hours anticipated at year end in March/April.

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How to Apply

Please submit a brief summary of your background and qualifications to ed@ottawabirthcentre.ca by November 27th, 2026. Please include details your standard hourly rate for 3-5 hours of availability.