



# Cyber Catalyst Inc

March 30, 2026

## Fractional Bookkeeper (2026-03)

**Location:** Remote (Canada)

**Position Type:** Part-Time (4–6 hrs/week) • Contract

**Compensation:** \$30 per hour

Cyber Catalyst Talent Solutions is seeking a **Fractional Bookkeeper** familiar with NFP organizations to support financial controls across multiple training programs, partnerships, and public sector initiatives for our organization dedicated to developing Canada's cybersecurity and workforce talent focusing on our Canadian MVF Community members.

This is an excellent opportunity for an experienced bookkeeper who values flexibility, meaningful work, and contributing to a mission-driven organization.

### About the Role

The Bookkeeper will ensure accurate financial recordkeeping, timely processing of payables/receivables, bank reconciliations, and support for project reporting. This role is essential to maintaining financial integrity, transparency, and compliance across Cyber Catalyst programs.

You'll work closely with the Executive Director and program leaders to support financial oversight while helping the organization remain aligned with funding requirements and sound accounting practices.

### Key Responsibilities

#### Financial Administration

- Record financial transactions and maintain general ledger accuracy
- Organize receipts, invoices, and documentation
- Keep financial records complete, organized, and up to date

#### Accounts Payable & Receivable

- Process invoices for contractors, vendors, and instructors
- Prepare electronic payments and track incoming payments
- Maintain accurate AP/AR records



## Reconciliation

- Reconcile bank and credit card accounts monthly
- Review receipts, identify discrepancies, and resolve issues

## Grant & Project Tracking

- Track expenditures against project budgets
- Assist with preparation of project financial summaries

## Reporting Support

- Prepare monthly financial summaries
- Assist with budget tracking and year end preparation
- Coordinate with accountants or auditors as needed

## Qualifications

### Required

- Experience in bookkeeping or accounting administration
- Excellence in QuickBooks bookkeeping software
- Unrelenting attention to detail and accuracy
- Strong organizational and time management skills

### Preferred

- Part of, or experience with, MVF community
- Background in project-based accounting
- Experience working remotely with distributed teams

## Why Join Us

As our Part-Time Bookkeeper, you will play an essential role in:

- Ensuring responsible and timely financial management
- Supporting sustainable growth in Canada's cybersecurity talent ecosystem

## How to Apply

Applications will be reviewed on an ongoing basis until a decision is made.

Please submit your application through the online portal at [www.cybercatalyst.io/jobs](http://www.cybercatalyst.io/jobs), including a resume and cover letter.

Questions can be submitted to [HR@cybercatalyst.io](mailto:HR@cybercatalyst.io). Please include the following in the subject line: [Fractional Bookkeeper (2026-03)]

