



Accounting Bookkeeper

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About York Region Educational Services:

York Region Educational Services (YRES) is a not-for-profit organization that provides individuals in York Region and beyond with free and affordable educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

About this opportunity:

As an Accounting Bookkeeper, you will support the organization's financial management by handling daily accounting transactions, maintaining clear and organized records, assisting with budgets, and preparing financial reports. Your attention to detail, accuracy, and understanding of accounting principles will ensure efficient workflows and support data-driven decision-making across the organization.

Key responsibilities are as follows:

- Maintain accurate financial records and organize all accounting documentation.
- Record daily financial transactions, including payments, receipts, and journal entries.
- Manage and update general ledgers to ensure accuracy and consistency.
- Prepare and issue invoices, track accounts receivable, and follow up on outstanding payments.
- Process vendor invoices, reimbursements, and petty cash transactions.
- Monitor accounts payable to ensure timely and accurate payments.
- Assist in preparing budgets, forecasts, and financial performance reports.
- Compile, analyze, and present financial data to support organizational planning.
- Conduct bank reconciliations and verify accuracy of financial statements.
- Ensure compliance with accounting standards, tax regulations, and internal policies.
- Organize financial records for reporting, audits, and internal reviews.



- Collaborate with management to support financial decision-making and resource allocation.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.

Requirements:

- Dedication and passion for accounting, finance, and organizational operations.
- Knowledge of bookkeeping procedures and basic accounting principles.
- Experience with accounting software, spreadsheets, and financial documentation.
- Strong analytical and numerical skills with exceptional attention to detail.
- Excellent organizational and time management abilities.
- Strong written and verbal communication skills.
- Proficiency in Google Workspace; familiarity with Excel or other financial tools is an asset.
- Ability to work 35–40 hours per week, including evenings and weekends depending on assigned shifts.
- Mobility to commute across the Greater Toronto Area, mainly York Region and Toronto, to deliver documents, attend meetings, or support operational needs.
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These must be completed before the first day of work.

Assets:

- Experience in bookkeeping, accounting, financial administration, or related roles.
- Experience working in nonprofit environments or small organizations.
- Fluency in more than one language (reading, writing, speaking, and listening).
- Access to a car and a valid G2/G Ontario driver's license.

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.