



Accounting Assistant (High School Co-op)

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 Assistant, you will support YRES's financial operations by assisting with bookkeeping, financial reporting, and day-to-day accounting tasks. You will help ensure accurate financial records, support budgeting processes, and contribute to the smooth running of organizational initiatives.

Key responsibilities are as follows:

- Assist in maintaining accurate financial records, including accounts payable, accounts receivable, and general ledger entries.
- Support the preparation of financial reports, statements, and reconciliations.
- Collaborate with other departments to process invoices, expense reports, and budget tracking.
- Help ensure compliance with internal policies and relevant financial regulations.
- Support the planning and management of budgets for day camps (e.g., March Break Camp, Weekend Camp, Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.
- Work across different areas of the organization! While the majority of time will be spent on accounting tasks, candidates may also assist in operations or administrative projects to advance organizational growth.

**Requirements:**

- Dedication and passion for community impact, education, and youth-focused initiatives, with a strong interest in finance and accounting.
- Excellent written and verbal communication skills for effective collaboration with team members.
- Ability to work independently while coordinating with multiple stakeholders on financial and operational tasks.
- Proficiency in Microsoft Excel and Google Workspace.
- Strong analytical and problem-solving skills with exceptional attention to detail.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.

Assets:

- Experience in accounting, bookkeeping, or financial administration.
- Experience in budget tracking, invoicing, or payroll processing.
- Experience working with children, adolescents, or community organizations.
- Proficiency in accounting software (e.g., QuickBooks, Xero).
- Fluency in more than one language (reading, writing, speaking, and listening).