

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 Peel Region Educational Services:

Peel Region Educational Services (PRES) is a not-for-profit organization dedicated to providing individuals across the Peel region and beyond with accessible, free, and affordable educational resources. We offer a safe and supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

About this opportunity:

As an Accounting Bookkeeper at PRES, you will play a vital role in maintaining the organization's financial integrity through accurate recordkeeping and efficient management of daily accounting operations. Your work will support budgeting, reporting, and compliance efforts, enabling leadership to make informed decisions and ensuring strong organizational financial health.

Key responsibilities are as follows

- Record and manage daily financial transactions including payments, receipts, and journal entries
- Maintain organized and up-to-date general ledgers and financial records
- Prepare and issue invoices, track accounts receivable, and follow up on outstanding payments
- Process vendor invoices, reimbursements, and petty cash transactions for accounts payable
- Monitor cash flow and ensure financial documentation is complete and accurate
- Assist in preparing budgets, forecasts, and financial reports to support organizational planning
- Analyze financial data and provide insights to support informed decision-making
- Perform regular bank and account reconciliations to ensure accuracy of financial statements
- Ensure compliance with accounting standards, tax regulations, and internal financial policies
- Organize and prepare records for audits and financial reviews
- Support leadership in maintaining effective financial systems and processes
- 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:

- Experience in bookkeeping, accounting, finance, or related fields
- Knowledge of accounting principles, financial recordkeeping, and reconciliation processes
- Strong attention to detail and accuracy in data entry and documentation
- Proficiency with accounting software and tools (e.g., QuickBooks, Excel)
- Strong organizational and time-management skills
- Ability to work full-time including weekdays and one weekend day depending on scheduling
- Ability to travel across the Greater Toronto Area including Peel Region and Toronto
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (not reimbursed).
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience working in nonprofit, educational, or community-service environments
- Experience preparing budgets, financial statements, or audit documentation
- Familiarity with payroll processing or tax filings
- Experience working with diverse or underrepresented communities
- Multilingual skills (reading, writing, speaking, listening)
- Access to a vehicle and a valid G2/G Ontario driver's license
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (not reimbursed).
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

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