



Bookkeeper

Saanich Neighbourhood Place is hiring for a summer employment opportunity where a youth can gain valuable experience and mentorship working in the not-for-profit sector in the area of finance.

Operating as a registered charity, our work focuses primarily on Family Development, Food Security, and Early Childhood programming. As an organization, we work collaboratively and foster a supportive, positive working environment that values Community, Diversity, Integrity, Quality, and Respect.

Job Summary: Responsible for maintaining accurate financial records, which includes tasks like processing transactions, reconciling accounts, and generating financial reports. Will also assist with budget management and the preparation of fiscal year-end documentation.

Key Duties and Responsibilities:

- Maintain accurate financial records
- Record income, expense, and financial activity using accounting software
- Maintain general ledger accounts, including allocations to departments and projects
- Reconcile bank transactions with internal records to identify and resolve discrepancies
- Prepare financial reports for internal and external stakeholders
- Compile budget data and documents based on estimated revenues and expenses and previous financial activity
- Assist with year-end close processes, preparation of draft financials, and creating the year-end files for third-party review
- Perform other related administrative duties, as required

Required Skills, Experience and Qualifications:

- Completed at least 1 year of a post-secondary program in a related field
- Understanding of bookkeeping principles and practices
- Exceptional attention to detail
- Strong organizational skills
- Ability to analyze financial data and identify discrepancies

- Strong communication and interpersonal skills
- Proficiency in Microsoft Excel
- Familiarity with accounting software is an asset (i.e. Sage50, Quickbooks)

To apply for this job, you must:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

Please note: International students and other temporary residents of Canada are not eligible.

How to Apply: Email your cover letter and resume to: admin@snplace.org

Classification: Youth Position

Compensation: \$22.00 per hour / 30 hours per week

Employment Type: Summer Employment Term / Co-op

Effective Date: May to August