

Accounting Bookkeeper

Are you passionate about education? Join a team that leverages technology to transform how students learn new languages and explore their interests in STEAM. There's no better place to make a meaningful impact—be part of U+ today!

About U+:

U+ is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We offer students worldwide an interactive, language immersion experience. Beyond language programs, U+ has expanded its offerings to include STEAM programs, which encompass coding and various camp programs, and public speaking programs. With this expansion, we are eager to collaborate with talents from various disciplines to foster growth and development within the U+.

About this opportunity:

As an Accounting Bookkeeper at U+, you will oversee daily financial activities, maintain accurate records, and support budgeting and reporting functions. You will manage transactions, track payments, assist with financial analysis, and ensure compliance with accounting standards.

Key responsibilities are as follows:

- Maintain accurate financial records and manage day-to-day accounting transactions.
- Record payments, receipts, and journal entries in the general ledger.
- Manage accounts receivable and payable, ensuring timely invoicing and payments.
- Support budgeting processes by preparing and reviewing budgets, forecasts, and financial reports.
- Compile, analyze, and interpret financial data to support management decisions.
- Conduct regular bank reconciliations and verify the accuracy of financial statements.
- Assist with tax preparation and ensure compliance with relevant regulations and accounting standards.
- Maintain organized financial records for audits, reviews, and internal reporting.
- Collaborate with management to support financial planning and resource allocation.
- Identify opportunities for process improvements to enhance financial efficiency.

- 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, or financial administration (asset).
- Strong understanding of accounting principles and financial recordkeeping.
- Excellent attention to detail, accuracy, and organizational skills.
- Proficiency with accounting software and digital tools (e.g., QuickBooks, Excel, Google Workspace).
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Strong analytical and problem-solving abilities.
- Ability to maintain confidentiality and handle sensitive financial information.
- Strong communication skills and a professional, reliable work ethic.
- 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 preparing budgets, financial statements, or audit documentation.
- Familiarity with payroll processing or tax filing procedures.
- Certification or coursework in accounting, finance, or bookkeeping.
- Experience working in a growing or multi-department environment.
- Fluency in multiple languages (reading, writing, speaking, and listening).
- Access to a vehicle and a valid Ontario driver's license.

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