



Accounting Bookkeeper

Full-Time, 8-week, Canada Summer Job Contract Position

Locations: Scarborough, Markham, Richmond Hill, Aurora

About U+ Community:

U+ Community is a global, innovation-driven educational organization dedicated to the long-term success of children and youth. We provide interactive, immersive learning experiences through language programs, STEAM initiatives, coding, public speaking training, and youth development camps. Our work focuses on fostering meaningful learning, personal growth, leadership development, and community impact. As we continue to expand, we collaborate with talented individuals across diverse disciplines to support the development of confident, capable young leaders.

Job Description:

Join the U+ Community Team!

Join our energetic and passionate team of youth-focused educators and be the spark that supports meaningful learning, growth, and community impact. At U+ Community, our culture is built on collaboration, innovation, and a commitment to empowering young people. We strive to create an environment where staff feel supported, valued, and motivated to make a meaningful difference. Our programs serve diverse communities and offer opportunities for youth to explore leadership, public speaking, STEAM, recreation, and personal development.

As an Accounting Bookkeeper, you will support the organization's financial operations while developing practical skills in accounting, administration, and financial analysis. This role provides hands-on experience with real-world financial processes, helping you build confidence, technical knowledge, and strong workplace habits. Your work will contribute to U+ Community's mission by ensuring accurate record-keeping and supporting transparent, responsible financial management.

You will maintain accurate financial records and assist with daily accounting tasks, including recording payments, receipts, and journal entries, updating general ledgers, and organizing financial documentation. These responsibilities will strengthen your understanding of accounting principles while supporting operational efficiency.

You will support invoicing and payment management, including preparing invoices, tracking accounts receivable, and following up on outstanding payments. On the accounts payable side, you will process vendor invoices, manage reimbursements, and assist with petty cash tracking. These tasks will help you develop strong organizational, communication, and time-management skills.

As part of your learning experience, you will assist with budgeting and financial reporting by helping prepare budgets, forecasts, and financial summaries through data compilation and analysis. Through collaboration with supervisors and team members, you will gain exposure to financial planning, performance monitoring, and decision-support processes that contribute to organizational growth.



A key component of your role involves performing bank and account reconciliations to ensure accuracy and compliance. You will help maintain organized records for audits, support adherence to accounting standards, and learn about financial regulations relevant to nonprofit and community-based organizations. Your attention to detail and commitment to accuracy will help safeguard the organization's financial health.

This position offers meaningful opportunities for skill development, including proficiency with accounting software, financial documentation, teamwork, communication, and problem-solving. By contributing to a supportive and inclusive workplace, you will gain valuable experience that prepares you for future roles in finance, administration, or related fields.

Requirements and Skills Qualifications:

- Enthusiasm, creativity, and a genuine passion for youth development
- Ability to work weekends and summer program schedules
- Must be 15–30 years old, a Canadian citizen/permanent resident/refugee status, with a valid SIN
- Valid Standard First Aid with CPR-C certification (not reimbursed)
- Clear Vulnerable Sector Check prior to start date (not reimbursed)

Assets (nice-to-have):

- Experience in STEM programming, arts instruction, sports leadership, or outdoor education
- Background in youth mentorship, coaching, or community engagement
- Experience facilitating public speaking, debate, or presentation-based activities
- Knowledge of youth leadership development frameworks or leadership-focused programming
- Knowledge of inclusive practices supporting diversity and accessibility
- Fluency in multiple languages
- Access to a vehicle and a valid Ontario G2/G driver's license

Position and Application Details:

Sector: Accounting, Bookkeeping, Education & Community

Duration: July 5, 2027 – August 27, 2027 | 8 weeks | 35 hours/week | Total 280 hours

Work Format: Fully in-person

Locations: Scarborough, Markham, Richmond Hill, Aurora

Hiring Rate: \$17.95 – \$26 CAD/hour, depending on the level of experience

Travel Required: Occasional

Mandatory Staff Training: In-person and online sessions starting at the end of May 2027

Application Deadline: May 15, 2027

Applications are reviewed on a rolling basis. Early application is strongly encouraged, as the posting may close once the positions are filled.