



Member of  
JA Worldwide

## **Career Opportunity**

### **Bookkeeper-in-Training**

Full-time limited-term remote position (12 weeks)

*Commences June 2026*

### **About JA Canada**

JA Canada is the national office of Junior Achievement in Canada and a member of JA Worldwide. Since 1965, we have partnered with education systems across the country to deliver hands-on learning experiences in financial literacy, work readiness, and entrepreneurship. Annually, JA in Canada delivers nearly 500,000 impactful learning experiences coast to coast to coast.

### **About the Role**

The bookkeeper-in-training will support the Finance team while building core bookkeeping skills. Responsibilities focus on learning, accuracy, and assisting with routine financial tasks under supervision.

### **Key Tasks & Responsibilities**

#### **1. Learning Core Bookkeeping Skills**

- Learn how to record financial transactions in the accounting system (QuickBooks Online).
- Practice proper coding of expenses, revenue, and payments with guidance.
- Become familiar with the chart of accounts and how accounts are used.

#### **2. Assisting with Accounts Payable (A/P)**

- Help collect, organize, and upload invoices.
- Enter simple vendor invoices into the accounting system (after training).
- Match receipts to transactions for completeness.
- Observe and learn the approval process for payments.

#### **3. Assisting with Accounts Receivable (A/R)**

- Help prepare basic customer or internal invoices.
- Learn how to record payments received.
- Assist with updating A/R aging reports by checking which invoices are outstanding.

#### **4. Supporting Bank & Credit Card Reconciliation**

- Assist in gathering banking and credit card statements.
- Match transactions in the accounting system with bank feeds.
- Learn how to identify and flag discrepancies for review.

#### **5. Filing, Documentation & Compliance**

- Maintain organized digital folders for invoices, receipts, deposits, and statements.
- Assist with gathering documents for audits and compliance.
- Help ensure documents are properly labeled and stored.

#### **6. Learning Systems & Tools**

- Train on accounting software functions such as bank feeds, reports, and vendor profiles.
- Learn how to use supporting tools (e.g., expense apps, approval workflows, document management systems).
- Identify issues and ask questions to build understanding.

#### **7. Communication & Team Support**

- Ask questions regularly to ensure accuracy in all tasks.
- Communicate with internal staff to obtain missing information or documentation.
- Flag unusual transactions or errors for review.

#### **8. Professional Growth**

- Follow a structured learning plan set by the Finance lead.
- Build confidence with increasingly complex tasks as training progresses.
- Seek opportunities to understand the “why” behind processes (not just the steps).

#### **9. Finance & Business Tools & Systems**

- Be exposed to technology and digital systems not only in direct bookkeeping work but also broader accounting, finance and business tools.
- Be trained on appropriate use of AI (Microsoft copilot and integrated AI within digital tools) within the business environment, including the ethics framework and business efficiency policies our organization leverages.

## 10. Everyday AI Use Cases

- Document reading (OCR text recognition)
- Coding suggestions for bookkeeping
- Reconciliation assistance (suggestions for unmatched items etc)
- Ethical, safe, effective and appropriate prompting for Large Language Models (Microsoft Copilot)

## Qualifications

### Education and Experience

- Currently enrolled or recently graduated from a post-secondary education in finance, bookkeeping, accounting or similar
- Finance skills, including experience with accounting software and Excel
- Confident working in various Microsoft programs (Office Suite)
- Strong organization skills and attention to detail
- Ability to collaborate and communicate effectively in a fully remote/virtual working environment, while also time thriving with independent work

### Additional Assets

- Experience working with non-profit organizations or in a business environment
- Specific experience with QuickBooks Online (QBO) and/or Salesforce
- Proficiency in French

### Other Requirements

- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Must be between 18 and 30 years of age
- Must be available for the full 12 week contract assignment, starting on or around June 1<sup>st</sup>, 2026
- Must have personal computer with stable internet



Member of  
JA Worldwide

### Compensation

- The rate for the position is \$20/hr.

### Application Process

Please submit your **resume and a cover letter** outlining your relevant experience to **careers@jacanada.org**, with **“Bookkeeper in Training - NAME”** in the subject line.

Note: Direct LinkedIn applications will not be considered.

JA Canada is committed to fostering an inclusive, diverse, equitable, and accessible environment. We welcome applications from individuals of all backgrounds and abilities. Accommodations are available upon request throughout the recruitment process. JA Canada will not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation or identity, disability, age (18 and over), record of offenses for which a pardon has been granted, marital status (including same sex partners), family status (being in a parent-child relationship), or any other grounds prohibited by the Ontario Human Rights Code.