

### **Assistant Accountant - Canada Summer Jobs Program**

Bengali Information and Employment Services (BIES) is a charitable, non-profit, community-based grass-roots organization that offers employment, settlement, mental health, informational and educational support to the communities at Taylor-Massey, Crescent Town in the City of Toronto. BIES is looking to hire a youth as Assistant Accountant for the summer of 2026. The job is for 16 weeks under the Canada Summer Jobs program of the Government of Canada starting 1<sup>st</sup> week of May 2026.

#### **Job Summary:**

BIES is seeking a skilled and creative individual to fill the position of Accountant Assistant. The successful candidate will be responsible for supporting financial operations through accurate bookkeeping, record management, and assisting in budgeting and reporting processes. The Assistant Accountant will work collaboratively with the finance team to ensure compliance, maintain financial accuracy, and contribute to the organization's overall financial efficiency and accountability.

#### **Key Responsibilities:**

- Assist to maintain accurate financial records, including daily transactions, ledgers, and bookkeeping activities in compliance with accounting standards.
- Assist in preparing and processing financial documents such as invoices, bills, accounts payable/receivable, and purchase orders.
- Support payroll administration by verifying payments, monitoring deposits, and coordinating with financial institutions as required.
- Collaborate with financial managers and team members to execute accounting tasks and support overall financial operations.
- Identify and resolve discrepancies in financial records by tracing errors and ensuring data accuracy.
- Assist in preparing budgets and financial forecasts, ensuring alignment with organizational objectives and financial plans.

#### **SKILLS & QUALIFICATIONS**

- Must be between 18-30 years old, a Canadian Citizen/permanent resident, or a conventional refugee.
- Diploma or Bachelor's Degree in Business/Accounting or a related field is preferred.
- Have a valid SIN and be legally entitled to work in Canada by Ontario provincial regulations.
- Experience in bookkeeping, financial record keeping, and accounting support, preferably in the non-profit sector.
- Familiarity with accounting software-QuickBooks etc., spreadsheets (Excel/Google Sheets), and basic financial reporting systems.
- Strong interpersonal and communication skills with the ability to work effectively with internal teams, external stakeholders, and financial institutions; proficiency in Bengali is considered an asset.
- Strong attention to detail with excellent organizational and time-management skills, ensuring accuracy in financial documentation and reporting.

- Self-motivated and able to work independently with minimal supervision, while being flexible to meet deadlines and support peak financial periods when required.

This is an hourly position starting immediately for 16 weeks period (weekly 35 hours) at a minimum provincial hourly wage rate. Those who are interested can apply.

To apply for the position, please submit your cover letter and résumé as a single document (Word or PDF) with the subject line “**Application for Summer Jobs Assistant Accountant Position**” no later than 5:00 p.m. on April 23, 2026, to the Hiring Committee at Bengali Information and Employment Services via email:

[biestoronto@gmail.com](mailto:biestoronto@gmail.com)

BIES is an equal opportunity providing employer. However, only eligible and qualified candidates will be called for interviews.