

**Job Title:** Bookkeeper

**Location:** Douro-Dummer, Ontario (in-person)

**Employment Type:** Part-time, Permanent

**Expected Hours:** 21 hrs per week

**Reports To:** Executive Director

## About us

For over 100 years, this award-winning camp, outdoor education, and environment centre has inspired environmental stewardship and sustainability through immersive outdoor and environmental education programs for children, youth, and the broader community.

We are excited to be developing and expanding our in-house finance team. If completing bank reconciliations, managing accounts payable and receivables, and working with Excel spreadsheets is your ideal job, keep reading!

## Position summary

The **Bookkeeper** supports the financial health and integrity of the organization by maintaining accurate records, processing transactions, and preparing timely reports for leadership. Reporting to the Executive Director, this part-time role is central to the smooth operation of a mission-driven, non-profit camp and environmental education centre.

## Key responsibilities

- Maintain accurate and current financial records using Sage 50 and MS Excel, including general ledger entries and account reconciliations.
- Process accounts payable and accounts receivable, monitor petty cash, and prepare cash and cheque deposits.
- Perform monthly bank and credit card reconciliations and prepare monthly financial statements for the Executive Director and Board of Directors.
- Assist in processing biweekly payroll, onboard new employees, and issue ROEs using Payworks in compliance with relevant labour laws.

- Liaise with department managers to collect invoices and receipts and provide financial reports as needed.
- Support and assist with the creation of annual department budgets, working with department heads for the Finance Manager and Executive Director.
- Support the Finance Manager and Executive Director with ad hoc financial analyses and assist with external audits by preparing required documentation.
- Ensure compliance with applicable not-for-profit financial regulations and seek opportunities to improve financial processes and efficiency.
- Perform related administrative tasks and participate in finance team check-ins and meetings.
- Other administrative tasks as required, with a focus on continuous improvement.

## **Qualifications**

- Education: A certificate, diploma or degree in a related field, which may include, but is not limited to, accounting, finance, business administration or a related field.
- Professional experience: Three plus years of proven bookkeeping or similar finance experience, ideally in a not-for-profit environment. With a solid understanding of bookkeeping procedures and accounting principles. Additionally, experience with payroll processing and knowledge of relevant labour laws would be considered an asset.
- Software: Proficiency with Sage 50, Payworks, MS Excel, Word, and Outlook.
- Life Experience: adequate life experience to be able to appreciate sensitive, urgent or other issues with professionalism.
- Strong communication, organization, and time management skills, with a high degree of accuracy, confidentiality, and attention to detail.
- Strong analytical and problem-solving skills, and ability to work both independently and collaboratively.

## **Compensation and benefits**

- Pay range: \$20-\$25 per hour
- Flexible work arrangements, where applicable, and a supportive, collaborative team environment.
- Opportunities for professional growth and development, and eligibility for medical and dental benefits after three months.

## **How to apply**

Please submit your resume and a brief cover letter outlining your relevant experience and interest in the role to [jobs@campkawartha.ca](mailto:jobs@campkawartha.ca). To ensure your application is considered, address your cover letter to "Hiring Committee" and include the word "Excel" somewhere in the letter; applications that do not meet these requirements may be discarded. All applications will be held in the strictest confidence.

## **Job Particulars include the following**

- Starting date is flexible to accommodate the successful candidate, but is anticipated to be early in February 2026.
- Part-time on-site position; hours can be flexible and tailored to the successful candidate;
- Compensation will be commensurate with experience and skills (including benefits).

## **Quick facts about Camp Kawartha**

- Camp Kawartha is a not-for-profit organization dedicated to cultivating environmental stewardship and a lifelong connection to nature in children, youth, and adults.
- Programs are designed to build environmental awareness through hands-on outdoor experiences, nature-based learning, and sustainability-focused activities year-round.
- The camp integrates ecological principles into daily operations, using its forests, wetlands, trails, and waterfront as living classrooms for environmental education.
- Camp Kawartha models sustainable practices on site, showcasing green building features and conservation initiatives that demonstrate how communities can reduce their environmental impact.
- Through partnerships with schools, educators, and community groups, Camp Kawartha promotes climate literacy, conservation, and responsible citizenship across the region.