



Camp Kawartha

Outdoor Education Centre | Environment Centre | Summer Camp

Main Office: 1010 Birchview Road, Douro-Dummer, ON, K0L 2H0

Phone: 705-652-3860

Website: www.campkawartha.ca

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

Camp Kawartha is a not-for-profit **year-round** outdoor education centre and summer camp dedicated to cultivating environmental stewardship and a lifelong connection to nature in children, youth, and adults. <https://campkawartha.ca/about/>

Position summary

This **Bookkeeper** position is an integral member of our finance department, responsible for ensuring daily and monthly transactional data is accurately captured and reconciled to meet tight, time-sensitive closing deadlines.

Key responsibilities

- Maintain accurate and current financial records using Sage 50 and MS Excel, including general ledger entries and account reconciliations.
- Post accounts payable and accounts receivable transactions, 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, and onboarding new employees.
- 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.

Qualifications

- **Education:** A certificate, diploma or degree in accounting, finance, business administration, or a related field.



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- **Professional experience:** Minimum 3 years of hands-on experience in full-cycle bookkeeping, ideally in a not-for-profit environment.
- **Software:** Proficiency with Sage 50 Accounting, Payworks, MS Excel, Word, and Outlook.
- **Soft Skills:** Strong communication, organization, and time management skills, with a high degree of accuracy, confidentiality, and attention to detail.

Compensation and benefits

- Pay range: \$20-\$25 per hour
- Opportunities for skills development and personal growth
- Join our tight knit, supportive team.

How to apply

Please submit your resume and a cover letter outlining your relevant experience and interest in the role to jobs@campkawartha.ca. **To ensure your application is considered, address your cover letter to “Hiring Committee” and describe your experience with general ledger transactions, bank reconciliations, AR, AP and month-end closing procedures;** 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 anticipated to be early in April 2026.
- Part-time (Tues/Wed/Thurs), on-site position
- Compensation will be commensurate with experience and skills.

Accessibility & Inclusion

Camp Kawartha is an equal opportunity employer and is committed to providing inclusive, barrier-free recruitment and selection processes. We welcome and encourage applications from people with disabilities. If you require accommodation at any stage of the hiring process, please contact jobs@campkawartha.ca to discuss your needs. All information received regarding accommodation will be kept confidential.

Camp Kawartha is an equal opportunity employer. We celebrate the diversity of our camp community including differences in race, colour, religion, national or ethnic origin, gender, sexual orientation, and gender identity. We welcome candidates representing such diversity, and celebrate the lived experiences that candidates bring with them.