



**Bookkeeper/Accountant
Residential Internship
1-Year Contract Position**

JOB DESCRIPTION:

The bookkeeper position creates financial transactions and creates financial reports from that information. The creation of financial transactions includes classification of accounts, working knowledge of accounting software (Sage 50) from source documents as invoices paid and cash receipts. The bookkeeper also reconciles accounts to ensure their accuracy. This is a one-year contract position. Since this is a residential internship, accommodation and meals will be part of the compensation package.

Duties:

- Enter the data for all bank accounts in Canada and maintain the chart of the accounts.
- Classify all the documents we receive throughout the year for external auditor verifications.
- Communicate by phone or email with all the treasurers of each account in Canada when required.
- Working knowledge of accounting software Sage 50.
- Maintain the petty cash fund.
- Provide information to the external auditors who create the company's financial statements.
- Assemble information for external auditors for the annual audit.
- Calculate and issue financial analysis of the financial statements.
- Maintain an orderly accounting filing system.
- Provide clerical and administrative support to management as requested

Desired Qualifications:

The bookkeeper candidate should have an Associate's diploma in accounting or business administration, or equivalent business experience, as well as knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of the Sage 50 accounting software package.

KEY SKILLS AND COMPETENCIES

- Proven bookkeeping experience
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in English and or French in MS Office
- High degree of accuracy and attention to detail

Expected Hours of Work: 8 hours per day, 6 days a week

[The Art of Living Foundation](#) is a global service organization that has made an extraordinary impact on local communities around the world. Made up almost entirely of volunteers, the Foundation has provided trauma relief and peace initiatives to thousands of people in places of raging conflict, areas devastated by war and natural disasters, inner cities and prisons.

All interns and staff will be provided with room, board and opportunities to participate in complimentary Art of Living programs. We would be pleased to have students use the Service Program for college credit.

A nominal monthly stipend will be provided to cover personal expenses after probationary period.