



Accounting Bookkeeper

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About Vancouver Region Educational Services:

Vancouver Region Educational Services (VRES) is a non-profit organization offering accessible and meaningful learning experiences to communities across the Vancouver Region. We support growth through educational programs, youth initiatives, and community partnerships that encourage skill development, confidence, and creativity.

About this opportunity:

As an Accounting Bookkeeper, you will support financial tracking, data entry, and reporting processes for VRES operations. You will assist with budgeting, invoice management, payroll coordination support, and documentation organization. This role helps ensure accurate financial records while contributing to community education programs that require coordination, funding, and operational planning support.

Key responsibilities are as follows:

- Maintain financial records and assist with data entry for expenses, revenue, and transactions
- Help manage invoices, receipts, and digital or physical documentation systems
- Support budgeting and financial reporting tasks with oversight from senior staff
- Assist in preparing payroll information and maintaining confidentiality of financial data
- Reconcile account records and assist with tracking purchases for programs, events, and materials
- Collaborate with internal departments to ensure accurate documentation for program-related expenses
- Complete administrative tasks related to financial organization and operational support
- Support other organizational tasks if needed, including program logistics or in-person assistance across Metro Vancouver



Requirements:

- Interest in bookkeeping, accounting, finance, business administration, or related fields
- Attention to detail, strong numerical accuracy, and confidentiality when handling financial information
- Ability to learn or use software tools such as Excel, Google Sheets, or accounting systems
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on assigned shifts
- Mobility to commute to program locations across Metro Vancouver if needed
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These may be obtained after securing the role but must be completed before the first day of work
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience with accounting software such as QuickBooks, Xero, or similar platforms
- Knowledge of budgeting or preparing financial documents
- Fluency in more than one language (reading, writing, speaking, listening)
- Access to a car and a valid Class 5/7 British Columbia driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.