

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 Toronto Region Educational Services:

Toronto Region Educational Services (TRES) is a not-for-profit organization dedicated to providing individuals across the Toronto region and beyond with accessible, free, and affordable educational resources. We offer a safe, supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

About this opportunity:

As an Accounting Bookkeeper, you will support financial tracking, data entry, and reporting for TRES. You will assist with budgeting, invoice processing, payroll support, and organizing financial documentation. Your work ensures accurate records and contributes to the funding and coordination of community education programs.

Key responsibilities are as follows:

- Conduct market research and lead generation to identify potential clients, partners, and emerging business opportunities.
- Analyze industry trends, competitor activity, and market data to maintain a well-organized pipeline and position TRES effectively in target markets.
- Engage in client acquisition activities through meetings, calls, and networking events, fostering trust and building long-term professional relationships.
- Assess client needs and challenges to develop customized proposals, negotiate contracts, and support seamless onboarding processes that encourage retention.
- Collaborate with internal teams—including marketing, operations, and program departments—to design and implement effective business development strategies.
- Track performance metrics such as lead conversion, client engagement, and revenue growth to refine strategies and maximize outcomes.
- Represent TRES at conferences, exhibitions, and community events to strengthen brand visibility, reputation, and industry presence.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.

Requirements:

- Strong interest in business development, partnership building, and community-focused work.
- Excellent communication, networking, and interpersonal skills.
- Ability to analyze market data and apply insights to strategic planning.
- Proficiency with digital tools such as Google Workspace, CRM platforms, or project management systems.
- Ability to work **35–40 hours per week**, including evenings and weekends depending on business needs.
- Mobility to commute to locations across the Greater Toronto Area for meetings, events, and partnership activities.
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check (required before the first day; not reimbursed).
- Candidates must be between 15–30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience in business development, sales, marketing, or client relations.
- Experience working with community organizations, diverse populations, or youth-focused programs.
- Fluency in more than one language (reading, writing, speaking, listening).
- Access to a car and a valid G2/G Ontario driver's licence.

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