



# *after* BREAST CANCER

Charity #849225040 RR0001

**Position:** Bookkeeper Internship  
**Time Commitment:** Flexible schedule with ability to work remotely as needed  
**Location:** 1292 St. Clair Avenue West, Toronto, ON M6E 1C1

## **Position Summary:**

The bookkeeper ensures effective and efficient financial management of after BREAST CANCER's operations by maintaining all financial transactions and reports. Transactions include but not limited to posting information to general ledgers, journals or accounting software from invoices, cash receipts, and supplier invoices. The bookkeeper ensures implements all necessary safeguards in compliance with after BREAST CANCER's financial policies, procedures and legislative requirements.

## **Tasks and Responsibilities:**

- Develops system to account for financial transactions by Maintains subsidiary accounts by verifying, allocating, and posting transactions
- Balances subsidiary accounts by reconciling entries
- Maintains general ledger by transferring subsidiary account summaries
- Balances general ledger by preparing a trial balance; reconciling entries
- Maintains historical records by filing documents
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed

## **Qualifications:**

- Currently enrolled in a college or university in finance, accounting or business administration
- Hands-on experience managing regulatory requirements of the financial books  
Exceptional bookkeeping proficiency
- Proven proficiency with financial applications and software
- Understanding of non-profit nuances a strong advantage
- An accounting designation achieved or approaching completion (CPA/CGA/CMA/CA)
- Self-directed with excellent organizational skills, attention to detail and an ability to meet deadlines
- Access to a computer, phone and internet

**Start Date:** Immediately

**Term:** Interns MUST work minimum 10 hours a week or more for 3 months consecutively

**Remuneration:** Transportation costs to and from (public transit or parking)



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## What's In It for You? Benefits and Opportunities:

### Connections/Networking:

- Expand your professional and personal network

### Growth/Development:

- Enhance core competencies: financial accounting and reporting, general business, communication, problem solving and ethics (may include)
  - Formulates, analyzes, and processes transactions in accordance with professional standards and policies
  - Ensures the reliability of financial information
  - Leads and manages various business systems and process improvements
  - Prepares financial reports appropriate for the users
  - Prepares a wide variety of reports for specific purposes using clear, accessible, and professional language
  - Applies professional ethical standards.
- Gain expertise working within a non-profit organization
- A great place to gain valuable work experience for placement / transitional opportunities while contributing to after BREAST CANCER's vision.

## About after BREAST CANCER:

### Our Vision

Our Vision Is To Make A Difference...**ONE Woman / ONE Survivor At A Time**

### Our Mission Statement

**after BREAST CANCER is a Canadian Charity incorporated with the following objectives:**

- To provide resources that contribute to a woman's Quality of Life (QOL) after breast cancer.
- To provide women with limited financial resources and NO insurance with mastectomy bras, mastectomy camisoles and breast prostheses at **no cost** to them after breast removal surgery (mastectomy or lumpectomy).
- To identify underserved areas in breast cancer survivorship that lack resources and provide evidence based information that can facilitate informed decision making on issues related to breast cancer survivorship.

## Ready to Join the Team?

We encourage all interested individuals to submit a cover letter supporting how your qualifications make you the ideal candidate for this volunteer intern position.

**Application Process:** Please quote: **Bookkeeper** on the subject line, complete our application form and attach your cover letter and resume (or link to your LinkedIn profile) attention: Human Resources Director at:

[hr@afterbreastcancer.ca](mailto:hr@afterbreastcancer.ca).

*We thank all those applicants that may apply. For more information about our organization and our cause, please visit our website at: <http://afterbreastcancer.ca/>*