



Further Education Society

Strengthening Communities

Canada Summer Jobs - Accounting Assistant

Summer Term Position

At the Further Education Society of Alberta (FESA), our mission is to strengthen communities, families, and individuals through literacy and learning. We are seeking a motivated team player who also works well independently to fill the role of Accounting Assistant. We are looking for someone with a financial background to handle accounting tasks and to assist our auditor with preparing our audit and pulling financial information. Working under the direction of the Assistant Executive Director, the Accounting Assistant will also assist with daily accounting and administrative tasks. The ideal candidate will be a 3rd or 4th year accounting student who can start immediately.

FESA is an equal opportunity employer and we welcome applications from members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

Qualifications:

- Proficiency in QuickBooks, Microsoft Excel, and Microsoft Word
- Ability to multi-task and work with minimum supervision
- Bookkeeping and/or accounting experience
- Familiar with accounts payable and receivable
- Experience with assisting with an audit
- Work independently on routine tasks
- Strong writing and communication skills

Duties/Responsibilities:

- Assist with accounts receivable and accounts payable
- Assist with updating the financial budget reports for special projects
- Work with the external auditor and FESA staff to prepare and collect financial information for the yearly audit
- Perform data entry into QuickBooks and Excel
- Assist in the preparation of monthly/yearly closing entries
- Assist the Senior Accountant and the Senior Manager with quarterly financial reports
- Assist with preparing an organizational budget to be approved by the Board
- Assist the Senior Accountant and Executive Director with funds management and allocation of funds for programs, projects, and trainings
- Assist with reconciliation of expenses and donations
- Assist with other accounting duties
- Assist with general office duties as needed

What skills will you develop?

- Experience working in accounting for the non-profit sector



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- Experience working with accounting software
- Participate and learn about proper audit processes
- Improved computer, communication, leadership and organizational skills
- Develop Client Service Skills by taking payments in person and over the phone
- Develop teamwork both internally among staff and externally with partners
- Become more familiar with proper accounting policies and procedures
- Experience working in a busy registered charity

This position is part of the Canada Summer Jobs program funded by Employment and Social Development Canada. Candidates must meet the following eligibility requirements to be considered:

- is between 15 and 30 years of age (inclusive) at the start of employment;
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- Please note that those holding a temporary visitor, student, or work visa are not eligible.

Contract Term: 9 weeks (June 16, 2025 – August 15, 2025)

Hours: 30 hours per week

Hourly Wage Rate: \$22.00

Work Location: In Office (100-5421 11 St NE, Calgary, AB, T2E 6M4)

Application Closing Date: May 23, 2025

Interested applicants please send resume and cover letter in a PDF attachment with the file name "FIRST NAME-LAST NAME_Accounting-Assistant" to: HR@furthered.ca.

Only those selected for an interview will be contacted. No phone calls please.