

Job Title: Accounting bookkeeper

Job description:

The Accounting Bookkeeper will be responsible for assisting the Director Finance and Accounting office staff in streamlining functions in Finance as well completing assigned tasks. There will also be customer relations, in which they will need to liaise with customers using appropriate behaviour in order to complete financial transactions and be able to respond to queries appropriately.

Key responsibilities:

- Donation Receipts preparation, issuance and posting.
- Collecting all donations from the boxes, counting with an officer, and recording
- Depositing funds frequently in the bank
- Review and verify invoices and check requests.
- Sort, code, and match invoices.
- Set invoices up for payment.
- Enter and upload invoices into system.
- Track expenses and process expense reports.
- Research and resolve invoice discrepancies and issues.
- Maintain vendor files.
- Assist with month end closing.
- Assist in Monthly Reconciliations of all bank accounts.
- Analytical reports as and when needed.
- Maintaining fixed assets register
- Reconcile GL figures with School fees records.
- Any other responsibility assigned by reporting manager or the board.

Qualifications:

- Recent graduate or current university student
- Ability to collaborate effectively with other staff members.
- Patience, empathy, and a positive attitude
- Respectful of Islamic values and able to uphold the center's guidelines.
- Responsible, reliable, and able to handle various situations with maturity.

Education and Experience:

- Finance and accounting student.
- Knowledge of Microsoft office, QBO knowledge is preferred.

Important:

The contract is equivalent to 8 weeks of employment. This employment opportunity is being offered under the Canada Summer Jobs program. The program requires you to be a Canadian Citizen, or Permanent Resident or Refugee with a valid work permit and be between 15 to 30 years of age. ICM reserves the right to re-allocate your work assignment based on changing priorities of the organization.

Primary Location:

1330 Castlemore Ave, Markham, ON L6E 1A4

Our Organization

Islamic Centre of Markham

ICM's mission is to develop and maintain a religiously vibrant, peaceful, tolerant, cross-community sharing, inclusive, and charitable Islamic organization that provides a comprehensive range of religious and social programs to the residents of Markham and the surrounding areas in accordance with the teachings of the Holy Quran and Sunnah of Prophet Muhammad (ﷺ).

Application Process:

To apply, please submit a resume and cover letter outlining your qualifications, experience, and interest in working with a not-for-profit organization at info@daruliman.org

Application Deadline: May 2, 2026

Please note only Qualified candidates will be contacted for an interview.