



Abbotsford Hospice
& Grief Support Society

Summer Student – Bookkeeping Clerk

Abbotsford Hospice & Grief Support Society

Who We Are

Abbotsford Hospice & Grief Support Society supports children, youth, adults, and families, offering compassionate care and uplifting support through grief, death, and dying. We provide grief support and palliative care, including one-to-one support, support groups, events, workshops, and community education. This past fiscal year we impacted over 31,000 individuals and families in the community through our programs and services.

The Opportunity

We are hiring a **Summer Student – Bookkeeping Clerk** to support our finance team. This is a great opportunity for a student interested in **accounting and finance** to gain real-world experience in a nonprofit setting.

You'll work closely with experienced staff, learn how financial systems operate day-to-day, and contribute to the smooth running of an organization that serves the community.

Position Details

- Wage: \$20 per hour
- Term: Full-time, temporary 8-week summer position
- Location: In-office, Abbotsford

What You'll Do

- Assist with daily bookkeeping tasks
- Record invoices and prepare payments
- Process and track donations
- Reconcile credit card statements
- Help prepare and document journal entries
- Support financial reporting and filing
- Assist with documenting finance processes and procedures



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What You'll Gain

- Mentorship and on-the-job learning
- Skill development in organization, accuracy, and confidentiality
- Practical bookkeeping and full cycle accounting experience
- Exposure to Accounting Standards for Not-for-Profit Organizations
- Experience using accounting and reporting tools
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Qualifications Required

- Between **15 and 30 years of age** at the start of employment
- Eligible to work in Canada
- Comfortable using Microsoft Office, especially **Excel**
- Strong attention to detail and willingness to learn

Assets

- Interest in accounting, finance, or business
- Familiarity with **Sage 50** or other accounting software
- Interest in financial reporting tools

How to Apply

Please send your **resume** to:

hr@abbotsfordhospice.org