

Bookkeeping Intern

Save Darfur Canada (SDC) is a not-for-profit national coalition of organizations advocating for the Canadian government to play a greater role in ending the crisis in Darfur, Sudan.

Our operating model distributes responsibility and leadership among a dynamic and always evolving team. The success of SDC depends in large part on the hard work and enthusiasm of interns and coordinators who are often un-paid. New interns will have the opportunity to take on increasingly greater leadership and responsibility within the organization.

Save Darfur Canada operates one office (located in Montréal) and currently has a total annual budget of less than \$100,000 per year. At present, SDC is formalizing its procedures for accounting and bookkeeping. The Bookkeeping intern will play the essential role of ensuring that all financial records are correctly updated and balanced.

Application deadline: Position will be removed from the website as soon as it is filled

Start and end dates: Begins immediately; minimum of 6 months

Hourly commitment: A minimum of 3 hours per week; ideally 3-5 hours per week

Training: Some training can be provided by SDC

Location: SDC office in Montréal

Remuneration: Volunteer position (Please note this position can be treated as an internship for school credit if approved by the institution attended.)

Main responsibilities

- Organizing and recording SDC's financial transactions
- Transferring some recent financial records into QuickBooks
- Performing related tasks using accounting software

Qualifications

- Experience with bookkeeping tasks
- Knowledge of QuickBooks is an asset but is not required
- Good organizational skills
- Attention to detail
- Ability to adhere to deadlines
- Ability to work independently with limited supervision
- Understanding of English and/or French

Applicants should e-mail an application package consisting of cover letter, resume, and completed [Volunteer Information Form](#) to John Murray, Internship Coordinator at john@sdcanada.org. You will receive a response within two weeks of submitting your application package.

If you are not available to volunteer at this time but are interested in joining the SDC team at a later date, please feel free to submit an application package which we will look over and keep on file.