



JOB POSTING

Intern, Finance

Toronto

ABOUT US

Help Bring Back the Joy of Childhood

Since 1983, Campfire Circle has delivered healing through happiness to thousands of kids with cancer or serious illness and their families across Ontario. Our programs are offered in paediatric hospitals across Ontario, in local communities, and at our medically supported overnight camps, offering year-round experiences that provide life-changing moments of joy, connection, and resilience.

And we're just getting started. Today, over 40,000 kids in Ontario face serious illness, many without access to the psychosocial support they urgently need. That's why we have a bold vision: to grow from serving 3,000 campers a year to 10,000. We're building a passionate, talented team to help make that vision a reality. When you join Campfire Circle, you become an integral part of a dynamic team helping to transform the lives of thousands of kids with serious illness, alongside our dedicated community of volunteers and donors.

Help us give back the joy of childhood to every kid with serious illness who needs it most.

At Campfire Circle, we are committed to making employment accessible by reducing financial barriers for our summer staff. All required training and certifications for your role are provided at no cost, in accordance with the terms of employment. Based on identified need, we may also be able to assist with additional job-related costs such as loaning camping equipment, outdoor clothing or gear, and coordinating transportation options. If you require assistance to help make your employment with Campfire Circle more accessible, please let your manager or HR know after you are hired and before your start date.

THE OPPORTUNITY

Do our values of care, community, inclusion, sustainability, and integrity resonate with you? And do you have a desire to join a collaborative, supportive staff team where you'll make lifelong connections and develop skills that will support your success in your future chosen career path?

We are searching for an Intern, Finance to join our Summer Staff Team in 2026. This posting is for an existing vacancy for the upcoming summer season.

Reporting to the Manager, Finance, the Intern, Finance role is accountable for performing tasks of a general accounting nature, ensuring compliance with GAAP and adherence to company policies and procedures. The primary responsibility will be supporting the Accounts Payable function and providing other general support as required.



Start Date: June 8, 2026

End Date: July 31, 2026

Rate: \$18.50/hour

Key Accountabilities:

- Assist with processing accounts payable invoices, ensuring accuracy, proper coding, and timely entry into the accounting system.
- Verify invoice details against relevant supporting documentation and approvals to ensure compliance with organizational policies.
- Maintain organized digital records of all vendor invoices, statements, and payment confirmations.
- Support the Finance team with responding to vendor inquiries, clarifying payment timelines, discrepancies, or missing documentation.
- Assist in monitoring the accounts payable inbox, sorting incoming messages, forwarding requests, and flagging urgent items.
- Assist with staff reimbursements by reviewing submission accuracy, ensuring receipts are complete, and entering approved claims.
- Coordinate with internal departments to collect missing approvals, clarify coding, and support compliance with AP processes.
- Upload and organize financial documents and receipts in the organization's shared drives, ensuring consistent naming conventions.

ABOUT YOU

In accordance with our mandate of creating a caring and safe environment for children with serious illnesses and their families, we require an attestation of childhood vaccinations, criminal record checks and vulnerable sector screenings depending on the age of the applicant. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. We also require TB testing for all our program-facing staff. Additionally, all our staff are required to be currently eligible to work in Canada and for Campfire Circle.

Our Campfire Circle summer staff bring boundless enthusiasm, a can-do attitude, and a commitment to creating unforgettable and meaningful experiences for campers and their families. Come join the Circle!

QUALIFICATIONS

Required Criteria:

- a) Currently pursuing a degree in Finance, Accounting, or a related field
- b) Basic knowledge of finance and accounting principles

- c) Proficiency in Microsoft Office Suite, specifically Excel
- d) Exceptional attention to detail, accuracy and analytical skills
- e) Strong written and verbal communication skills and ability to collaborate cross functionally
- f) Ability to work independently and in a team environment
- g) New employees who are under 30 years of age at the time of hire will have their Criminal Record Check completed by the Organization, while those who are 30 years of age or older are required to obtain a Criminal Record Check with Vulnerable Sector Screening.
- h) **All members of the summer staff team must be at least 19 years of age by the start date of their contract.**

This position is funded through the Canada Summer Jobs (CSJ) program. As a result, the incumbent must meet the eligibility criteria set out by the program. Applicants must meet all of the following requirements:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - This includes having a valid Social Insurance Number at the start of employment

Advantageous Criteria:

- a) Experience working with Financial Edge and Sharepoint is an asset
- b) Current G2 or G class driver's license and the ability to be covered by camp's insurance policy

Particular Working Conditions:

- a) This is a hybrid work from home/office with 2 – 3 days per week in office, with typical working hours of 9:00 a.m. – 5:00 p.m.
- b) A flexible schedule for working evenings and weekends is required occasionally to support key Finance initiatives including preparing for audits.
- c) The office setting is open concept.
- d) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

HOW TO APPLY

Qualified applicants are encouraged to send a resume to careers@campfirecircle.org with the email subject reading **Intern, Finance**.

Don't meet every single requirement in this posting? Studies have shown that people of colour and individuals who are female identifying, are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!



All tools may be utilized at any stage of recruitment for this role. This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit www.campfirecircle.org - No phone calls please.

HEALTH AND WELLNESS

Campfire Circle acknowledges that the overall health and wellness of you and your family are important; for this reason, we offer an employee assistance program accessible to all our summer staff team members.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is deeply committed to fostering a diverse and inclusive workforce that reflects the rich diversity of the communities we serve. We welcome applications from racialized persons/persons of colour, Indigenous People from North America and around the world, persons with disabilities, 2SLGBTQIA+ individuals, and those who bring diverse perspectives and experiences. Our commitment is to provide equitable employment opportunities to all and to maintain a work environment free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at careers@campfirecircle.org or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/work-at-campfire-circle/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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Campfire Circle acknowledges that we operate on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit and Métis peoples.

On this land, we are grateful to share the magic of camp with children and families, and we endeavour to create a community of joy, hope and healing. Acknowledging the land that we occupy is just one small step on the path towards Truth and Reconciliation.