RPRA
Resource Productivity & Recovery Authority

General Accountant - Intern

Career Opportunity

Are you passionate about protecting the environment? Do you go out of your way to reduce, reuse, and recycle? Do you envision a waste-free future?

If you answered yes to those questions, then we'd like to hear from you.

We are the Resource Productivity and Recovery Authority (RPRA), Ontario's circular economy regulator.

Our vision is a waste-free and prosperous Ontario. And our mission is to support waste reduction and resource recovery by enforcing compliance with Ontario's producer responsibility laws, providing registry services to our regulated community, and reporting publicly on Ontario's progress towards a circular economy.

We are looking for a talented and committed individual to join us as a General Accountant – Intern to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled, and reintegrated.

General Accountant – Intern (ACCOUNTING & FINANCE)

The Authority's Finance and Administration team is looking for an Intern who has a positive attitude, takes initiative to resolve issues proactively, embodies a problem-solving mindset, is a collaborative player and has a strong desire to learn and grow.

Duties and responsibilities may include, but are not limited to:

- Day-to-day processing of various accounting and operational transactions to ensure company finances and supporting documents are maintained accurately
- Set up of new customers including their EFT information
- Obtain approvals for, code and enter AP invoices
- Periodic recording of customer deposits and reconciling sales reports
- Assist with credit card reconciliations: code credit card expenses
- Provide ad-hoc support with other financial analysis/reporting requests as required

Qualifications

Education

- Enrolled in an Accounting program at a recognized post-secondary institution
- Highly analytical and profound attention to detail.
- Strong proficiency in Microsoft Excel and Outlook.
- Professional, energetic, and very proactive.
- Exceptional communication skills, both verbal and written.
- Excellent interpersonal skills.
- Outstanding organizational skills and process oriented.

- Positive team player with a “can do” attitude.

Experience

- Working knowledge of full-cycle accounting and/or auditing
- Educational exposure to all areas of balance sheet and statement of revenues and expenses in a non-profit environment
- Advanced Excel skills required and nice-to-have familiarity with SAP By-Design or similar accounting software/ERP System

The program runs from **January to May 2027**. This is a **full-time position that pays $25/hr, based on a 40-hour work week**. We have a hybrid work arrangement and support flexible work schedules. Remote work is expected to be completed from a location within Ontario. You may be required to commute to our office. We are conveniently located at 175 Bloor Street East. To apply, submit the following by **December 11, 2026:**

- Cover letter
- CV

Working with the Resource Productivity and Recovery Authority

You will be a part of a collaborative team doing ground-breaking and meaningful work with a critical environmental and economic mission.

RPRA is committed to maintaining a professional and respectful work environment. RPRA prioritizes the safety and well-being of its employees. Harassment or disrespectful behaviour of any kind by any individual towards our employees will not be tolerated.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

RPRA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The Resource Productivity and Recovery Authority utilizes artificial intelligence (AI) to screen and assess applicants for this position based on pre-defined, job-related criteria. AI acts as a supporting tool, but all final decisions are made by human HR professionals and hiring managers.

How to apply

Submit your cover letter and resume (Name_JobTitle_2027) with the job title in the subject line via: careers@rpra.ca