



UNIVERSITY OF TORONTO

MISSISSAUGA

Centre for Child Development, Mental Health, and Policy

**Centre for Child Development, Mental Health and Policy  
University of Toronto Mississauga**

**Job Posting for Winter 2023**

Job Title: CLN Job ID #213535 - Finance Assistant

Contract Period: Five-month contract starting in February 2023.  
Exact dates to be confirmed at the time of an offer.  
Possibility of extension based on performance.

Hours: 9-12 hours/week

Remuneration: Salary \$15.30/hour

Reports to: Manager, Operations and Community Partnerships

Deadline to apply: **January 27, 2023**

**Job Description:**

The Centre for Child Development, Mental Health and Policy (CCDMP) at the University of Toronto Mississauga (Director: Tina Malti; see [www.tinamalti.com](http://www.tinamalti.com)) is seeking a part-time **Finance Assistant**. This person will assist in a variety of tasks, including processing and auditing financial documents, purchasing supplies, and bookkeeping. This is an excellent opportunity for a student who is interested in gaining experience in non-profit administration.

Hours are flexible but the successful candidate should be available for weekly team meetings (dates and times to be discussed).

Our team is dedicated to professional development and creating a supportive and collaborative work environment.

More information on the CCDMP can be found at [www.utm.utoronto.ca/ccdmp](http://www.utm.utoronto.ca/ccdmp).

**Duties and Responsibilities:**

Roles and responsibilities may include, but are not limited to the following:

- Help organize and maintain financial records
- Assist with financial tasks such as preparing payroll forms, purchasing, and bookkeeping
- Provide support for other administrative staff duties as requested (e.g., lab management, social media)



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**Qualifications:**

- Undergraduate UTM student majoring or specializing in Commerce or related discipline or with relevant experience
- Highly organized, conscientious, flexible, and independent
- Ability to multi-task in a fast-paced, professional environment
- Handles confidential information securely and sensitively
- Superior attention to detail and excellent written English communication skills
- Proficient technology skills (e.g., MS Excel, Outlook, Internet Explorer, etc.)
- Some background or interest in psychology and child development and mental health is advantageous but not necessary

**Application:**

Please send the following application materials in a single PDF (file name: FirstName LastName\_Financial Assistant) on CLN (Job ID 213535 - Finance Assistant):

- Cover letter (include year of study, a statement of interest, relevant experience, and where you saw this job posting)
- Resume or curriculum vitae
- Academic transcript (unofficial screenshots from ROSI/ACORN are acceptable)

Interviewed students will be expected to provide 1-2 references speaking to their technical ability.

**Deadline to apply is January 27, 2023.**

**We thank all applicants for their interest, however only those candidates selected for interview will be contacted.**

*The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.*