



**Position:** Accounting Assistant

**Department:** UTM Student Housing & Residence Life

**Reports to:** Financial Coordinator

**Contract Period:**

Position Start Date: First Day of Undergraduate Classes 2023 (Specific Date TBD)

Position End Date: End of March 2024 (Specific Date TBD)

**Eligibility:**

Students must be registered in a 40% course load for the Fall-Winter Term (September 2022 to April 2023). Students are permitted to accept only one work study position per program period. Students do not have to be OSAP eligible to apply for work study positions.

**Nature & Scope:**

Duties:

- Process Evaluation & Recommendations
- Ongoing support to the Financial Assistant
- Prepare invoices for signing and updating invoice tracker
- Prepare expense reimbursement and distribute to appropriate person for approval
- Prepare daily deposits to be entered to FIS
- Prepare for charges upload
- Perform hydro meter readings
- Ongoing administrative support: filing, documentation of processes and procedures
- Other duties as assigned

Skills

This job requires an individual with:

- Financial literacy
- Exceptional attention to detail
- Strong organizational skills
- Strong communication skills
- Ability to prioritize multiple ongoing tasks
- Strong work ethic and ability to work independently

Experience using Microsoft Excel is an asset.

**Compensation:**

The incumbent will receive \$15.90/hour.

Hours

The incumbent will work 200 hours (approx. 8-10 hours/week) throughout the contract period.

**Vaccine Requirement:**

As an employee of the University, you must adhere to the policies determined by the University as it relates to vaccine requirements. To read more about the University of Toronto vaccine policies and exemptions please visit [Guidelines on Vaccination](#).

**Method of Application:**

Complete the 2023-2024 UTM Residence Work Study Positions Application webform on our Student Housing & Residence Life website by Friday, February 3, 2023 at 12:00pm (noon).

Any offers of employment will be conditional upon the approval of this position for the 2023-2024 work study program.

**Employer Contact Information:**

Residence Hiring Team – [reshiring.utm@utoronto.ca](mailto:reshiring.utm@utoronto.ca)  
Student Housing & Residence Life  
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