



**Position:** Accounting Assistant

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

**Reports to:** Financial Coordinator

**Contract Period:**

Position Start Date: First Day of Undergraduate Classes 2024 (Specific Date TBD)

Position End Date: End of March 2025 (Specific Date TBD)

**Eligibility:**

Students must be registered in a 40% course load for the Fall-Winter Term (September 2024 to April 2025). 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:

- Ongoing support to the Financial Coordinator
- Prepare invoices for signing and updating invoice tracker
- Prepare expense reimbursement and distribute to appropriate person for approval
- Prepare daily deposits for signing
- Prepare journal entries for signing
- Process financial documents in FIS
- Maintain financial archives and documentation
- Ongoing administrative support: filing, documentation of processes and procedures, etc.
- 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.

**Diversity Statement:**

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

**Compensation:**

The incumbent will receive \$16.55/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 2024-2025 UTM Residence Work Study Positions Application webform on our Student Housing & Residence Life website by Monday, February 12, 2024 at 11:59 PM.

Any offers of employment will be conditional upon the approval of this position for the 2024-2025 work study program.

**Employer Contact Information:**

Residence Hiring Team – reshiring.utm@utoronto.ca  
Student Housing & Residence Life  
Oscar Peterson Hall, Suite 120  
3359 Mississauga Road,  
Mississauga, ON L5L 1C6