

Position: Accounting Assistant

Department: UTM Student Housing & Residence Life

Reports to: Financial Coordinator

Contract Period:

Position Start Date: First Day of Undergraduate Classes 2026 (September 8, 2026)

Position End Date: End of March 2027 (March 31, 2027)

Eligibility:

Students must be enrolled in at least 2.0 FCE (full course equivalent); minimum 0.5 credits in one session and 1.5 credits in the other during the Fall-Winter Term (September 2026 to April 2027). Students are permitted to accept only one Fall-Winter Residence Position per program period. Students do not have to be OSAP eligible to apply for a Fall-Winter Residence Position.

Nature & Scope:

Duties:

- Ongoing support to the Financial Coordinator
- Prepare invoices for signing and updating invoice tracker
- Prepare daily deposits for signing
- Prepare journal entries for signing
- Process financial documents in FIS
- Assist with financial reporting and data organization
- 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

Student Housing & Residence Life, Oscar Peterson Hall, 3359 Mississauga Road, Suite 120, Mississauga, ON L5L 1C6 Canada
Tel: +1 905-828-5286 • Fax: +1 905-828-5473 • resdesk.utm@utoronto.ca • www.utm.utoronto.ca/housing

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 \$17.60/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 [Policies & Guidelines](#).

Method of Application:

Complete the 2026-2027 Residence Work Study Application webform on our [Student Housing & Residence Life website](#) by Thursday, April 30, 2026 at 5:00 PM.

Any offers of employment will be conditional upon the approval of the 2026-2027 Residence Work Study Residence Positions.

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