Position: Accounting Assistant
Department: UTM Student Housing & Residence Life
Reports to: Financial Assistant

Hours: 200 hours (approx. 8-10 hours/week)
Compensation: $14.00 per hour
Position Start Date: First Day of Undergraduate Classes 2018 (Specific Date TBD)
Position End Date: End of February 2019 (Specific Date TBD)
Eligibility: Students must be registered in a 40% course load for the Fall-Winter Term (September 2018 to April 2019). 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.

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

METHOD OF APPLICATION:
Submit your resume and cover letter via email to Jen Bryden at jen.bryden@utoronto.ca (Subject: 2018-2019 Work Study Application – Name) OR in a sealed envelope at the Residence Services Desk, in Oscar Peterson Hall by Friday, March 30, 2018 before 5:00 p.m.
Any offers of employment will be conditional upon the approval of this position for the 2018-2019 work study program.

EMPLOYER CONTACT INFORMATION:
Jen Bryden, Acting Records & Admissions Coordinator
Student Housing & Residence Life
Oscar Peterson Hall, Suite 120
3359 Mississauga Road,
Mississauga, ON L5L 1C6