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 2019 (Specific Date TBD)  
Position End Date: End of February 2020 (Specific Date TBD)  
Eligibility: Students must be registered in a 40% course load for the Fall-Winter Term (September 2019 to April 2020). 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: 2019-2020 Work Study Application – Name) OR in a sealed envelope at the Residence Services Desk, in Oscar Peterson Hall by Saturday, March 23, 2019 before 5:00 p.m.  
Any offers of employment will be conditional upon the approval of this position for the 2019-2020 work study program.

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