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

Hours: 200 hours (approx. 8-10 hours/week)
Compensation: $15.00 per hour

Position Start Date: First Day of Undergraduate Classes 2022 (Specific Date TBD)
Position End Date: End of March 2023 (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.

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:
Complete the following steps by Friday January 14, 2021 at 12:00 PM (Noon)
1. Complete the WSS Interest webform on our Student Housing & Residence Life website: https://www.utm.utoronto.ca/housing/residence-life/job-opportunities-hiring/work-study-positions
2. Submit your application package (resume & cover letter) via email to Residence Hiring at reshiring.utm@utoronto.ca (Subject: 22-23 Work Study Application – Name). Physical applications will not be accepted

Any offers of employment will be conditional upon the approval of this position for the 2022-2023 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