



UNIVERSITY OF
TORONTO
MISSISSAUGA

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 2020(Specific Date TBD)

Position End Date: End of February 2021 (Specific Date TBD)

Eligibility: Students must be registered in a 40% course load for the Fall-Winter Term (September 2020 to April 2021). 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: 2020-2021 Work Study Application – Name) OR in a sealed envelope at the Residence Services Desk, in Oscar Peterson Hall by Friday, February 28, 2020 before 12:00 p.m. (noon)

Any offers of employment will be conditional upon the approval of this position for the 2020-2021 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