



Employment Opportunity

Mission Statement: Senior Persons Living Connected (SPLC) supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

Position: Accounting Assistant (Summer Position)
Hours of Work: 30 hours per week
Duration: 11 weeks
Report to: Director of Finance
Respond to: Human Resources Department, email: hrd@splc.ca or
Fax: 416-493-3391

This position is made possible through Canada Summer Jobs, an initiative of the Summer Work Experience Program of Human Resources Development Canada.

Responsibilities and Duties

Responsible for assisting with the administrative activities of the Accounting, which provides customer services to SPLC tenants.

- Assists with Accounting Department with filing, matching invoices, coding invoices, processing invoices, reconcile accounts

Education

- Current enrollment in Accounting program with recognized college or university

Skills & Experience:

- Previous Accounting experience an asset
- Highly detail-oriented with a focus on quality and accuracy
- Proficient in Microsoft Office, specifically Word, Excel and PowerPoint
- Strong organization skills and accurate filing and record keeping
- Ability to work under pressure
- Excellent verbal and written communication skills
- Good interpersonal skills and ability to maintain confidentiality of information
- Strong analytical and problem solving skills
- Highly action-oriented and results-oriented
- Ability to work both independently and as part of a multi-cultural team

Additional Qualifications

Eligible candidates must:

- be between 15 and 30 years of age at the start of employment
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- be legally entitled to work in Canada

Senior Persons Living Connected (SPLC) is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided, if needed, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians Disability Act.



Employment Opportunity

Please submit your application quoting the position you are applying to by **Friday, June 1st, 2018** by mail, fax or email:

Mail: Human Resources Department
3333 Finch Avenue East
Scarborough, ON
M1W 2R9

Fax: 416-493-3391

Email: hrd@splc.ca

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.