



## Employment Opportunity

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

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**Position:** Accounting Assistant (Summer Position)

**Hours of Work:** 30 hours per week

**Duration:** 7 weeks

**Report to:** Director of Finance

**Respond to:** Human Resources Coordinator, email: [hrd@splc.ca](mailto: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.

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### **Position Summary**

- The Accounting Assistant will assist with the administrative activities of the Accounting Department, which provides customer services to tenants living on SPLC buildings and clients from the local communities

### **Responsibilities and Duties**

- Assists the Accounting Department with filing, matching invoices, coding invoices, processing invoices, reconciling 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

**Rate of Pay:** \$12.00 per hour

Please submit resume by **June 23, 2017** to [hrd@splc.ca](mailto:hrd@splc.ca) with the title of the position in the subject line

Senior Persons Living Connected 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 AODA.

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